DOCUMENT RESUME

ED 166 873 EC 113 364

AUTHOR	Emerson, Debby H.; And Others
TITLE	Project S.P.I.C.E.: Special Partnership in Career Education. Career/Educational Awareness Teaching Module.
INSTITUTION	Volusia County Schools, Daytona Beach, Fla.
SPONS AGENCY	Office of Career Education (DHEW/OE), Washington, D.C.
BUREAU NO	554AH70701
PUB DATE	Sep 78
GRANT	G0077C0050
NOTE	132p.; For the final report, the implementation guide, and other modules, see EC 113 361-368
EDRS PRICE	MF-$0.83 HC-$7.35 Plus Postage.
DESCRIPTORS	Activity Units; *Career Awareness; *Career Education; Curriculum; *Educable Mentally Handicapped; *Learning Modules; *Resource Materials; Secondary Education; Teaching Guides; Teaching Methods
IDENTIFIERS	*Project SPICE; *Special Partnership in Career Education

ABSTRACT

The career/educational awareness teaching module is one of a series of six modules prepared by Project SPICE (Special Partnership in Career Education) as a means of providing career awareness information to educable mentally handicapped students (ages 11-to-13 years). After an overview, a module profile is provided which charts the activities and resources or materials needed. The objectives of the module are to enable the student to name 10 worker titles, name the school subject most needed by each, name the level of education required for each from a list of 10 worker titles, name three jobs which need the most education/training from a list of 10 worker titles, and name three jobs which need the least education/training from the same list. Appended are student resource materials. Also included is the Project SPICE Activity Book, which was designed to reinforce students' learning. (PHR)

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PROJECT S.P.I.C.E.

SPECIAL PARTNERSHIP IN CAREER EDUCATION

CAREER/EDUCATIONAL AWARENESS TEACHING MODULE

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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SEPTEMBER, 1978

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ACKNOWLEDGEMENTS

Many individuals contributed, either directly or indirectly, to the planning, development, implementation and evaluation of Project S.P.I.C.E. In a project of such large magnitude and short duration, it is seldom possible to acknowledge the efforts of all the persons who contributed to the project's success. Nonetheless, it is only appropriate to mention those whose efforts were essential to the project.

The administration and staff of the two pilot schools were extremely cooperative and helpful. Special appreciation is extended to Ms. Elinor Danglise, Ms. Linda Shelton and Mrs. Ruth Clifton, teachers of the project students, and to Mr. Henry M. Whites, Sr., Principal of Edith I. Starke Elementary School in DeLand and Mr. Robert A. Smith, Principal of George Marks Elementary School, also in DeLand.

Westside Elementary School in Daytona Beach was the comparison school for the project. Mr. John P. Vodenicker, Principal, and Mrs. Joyce Gettel, Mrs. Amye Hawthorne, Mrs. Vivian Watson, Mrs. Patricia Pensak and Mr. Ben Broxton, teachers of comparison students, made many valuable contributions to the project.

Throughout the project, Mr. Gerald W. Elbers of the U. S. Office of Career Education provided timely advice and assistance. He was particularly helpful to the project staff in refining the primary and subordinate objectives for the project, and in developing a strategy for reporting project results. Most importantly, perhaps, he believed in the project.

Special appreciation is also acknowledged to the State of Florida, Department of Education, Mr. Ralph D. Turlington, Commissioner, for granting permission to reprint selected pages from the *Employability Skills Series*. These materials were developed by the Career Education Center of Florida State University and published by the Division of Vocational Education, Joe D. Mills, Director.

And, finally, none of the foregoing could have been brought to fruition without the tireless efforts of Mrs. Susan Bradley who typed the original drafts of the *Final Report*, the *Guide to Program Implementation* and the six *Teaching Modules*, Mrs. Carole Keough, who typed the final drafts, and Ms. Susan Horvath, Career Education Specialist with Volusia County Schools, who spent many hours reading and editing the final copy. Also, a special thank you to Mrs. Barbara Renner, Staff Assistant for Volusia County Schools, who always found the answers to our most difficult problems.

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The material in this publication was prepared pursuant to a grant from the Office of Education, U.S. Department of Health, Education, and Welfare. However, points of view or opinions expressed do not necessarily represent policies or positions of the Office of Education.

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PROJECT S.P.I.C.E. ACTIVITY BOOK

INTRODUCTION

Project S.P.I.C.E. (Special Partnership In Career Education) was conceived as a means of providing career awareness information to intermediate aged educable mentally handicapped students. Six modules have been developed for the Project S.P.I.C.E. curriculum. These six modules are designed to meet the following elements of the National Standard Career Education Model:

1. Career Awareness
2. Educational Awareness
3. Economic Awareness
4. Beginning Competency
5. Decision Making
6. Employability Skills
7. Self Awareness
8. Attitudes and Appreciations

The six modules are entitled:

1. Self Awareness (Standard 7)
2. Career/Educational Awareness (Standards 1, 2)
3. Decision Making (Standards 4, 5)
4. Economic Awareness (Standard 3)
5. Employability Skills (Standard 6)
6. Rights and Responsibilities (Standard 8)

Each module follows the same format: an overview and an activities section.

The overview includes: Module Objective; Student Performance Objectives; Module Organization; Module Utilization; Assessing Student Activities.

Following the overview are the activities for the module.

The directions in the overview inform you of any necessary additional materials needed for the completion of the module. Also, estimated time spans are included to help you decide how the materials could be used in the classroom.

The modules are not intended to be strict rules for implementing a program; rather, they are to be considered as guidelines and suggestions. You should feel free to alter, add, exclude, or ignore any of the activities included in the modules.

Materials for the Project S.P.I.C.E. Curriculum include:

1. Original materials designed by Project S.P.I.C.E. personnel and teachers.
2. Materials adapted from The Valuing Approach to Career Education, 3-5 Series, published by Education Achievement Corporation.
3. Materials from the State of Florida, Department of Education, Division of Vocational Education, Employability Skills Series.
4. Commercially produced materials from:
   Walt Disney Productions
   Society for Visual Education
   McDonald's Corporation

The career awareness program you establish for your students must meet their needs, just as Project S.P.I.C.E. met the needs of our students. Remember, Project S.P.I.C.E. is not a curriculum you introduce in place of an existing program but, more importantly, an integration into your on-going curriculum.

Welcome to Project S.P.I.C.E. We hope you find it as exciting and successful as we have.

OVERVIEW

MODULE OBJECTIVE

The student will demonstrate increased knowledge of the educational training for different types of careers and will expand his knowledge as to the variety of occupational choices available to him.

STUDENT PERFORMANCE OBJECTIVES

The student will be able to:

1. Name ten worker titles.
2. Name the school subject most needed by each.
3. Name the level of education required for each.
4. From a list of ten worker titles, name three who need the most education/training.
5. From a list of ten worker titles, name three who need the least education/training.

MODULE ORGANIZATION

This module is designed to help students become aware of career choices and the educational requirements for various careers. The module is comprised of two major activities: community career consultants and student projects. Suggestions for other activities are included. Peer interaction, parental involvement and classroom instruction are necessary to this module.

MODULE UTILIZATION

This module requires advanced planning and preparation. Contact with community career consultants should be made, dates specified for visits, and students prepared for participation in interviewing consultants prior to beginning the module.

The time span for implementation of the module should encompass the entire program time. All other modules are interrelated to information learned during this module.

ASSESSING STUDENT ACHIEVEMENT

Student achievement can be assessed in two ways: (A) by evaluating the quality of each student's participation in the activities of the module and (B) by administering the test, Educational Progress In Careers (EPIC).

(A) Students participate in a variety of learning activities including "hands-on" activities, all of which are intended to help students achieve one or more of the objectives. Thus, you may establish performance criteria for each activity and evaluate student achievement based upon a student's participation in the learning activities.

(B) Student attainment of the objectives for this module can be measured in part by M2, M3A, M3B of the EPIC Test battery included at the end of the module. Directions for test administration and copies of the test may be obtained from Dissemination/Diffusion Section, Division of Vocational Education, Department of Education, Tallahassee, Florida, 32304, or contact your local district administrator.

MODULE PROFILE

TOPIC	LEARNING ACTIVITIES	RESOURCES/MATERIALS
ACTIVITY I: Community Career Consultants	Introduce the term "community career consultant" (teacher presentation).	
	Stress the value of an on-site visit or an in-class visit by the consultant.	
	Discuss the role the student will fill during the experiences and what information you expect them to gather.	
	Assist students in drafting questions that should be asked of the consultant.	Paper and pencil
	Simulate an interview so that the student becomes familiar and comfortable with interviewing the consultant.	
	Occupational profiles should be completed by each student after each on-site visit or consultant visit to the classroom.	See Project S.P.I.C.E. Adds Color to Your Future Activity Book
ACTIVITY II: Student Projects	Introduce this activity by explaining to the students their responsibility for teaching the other students based on the information gained through participating in an on-site visit.	Student pictures, slides and cassette tapes from the on-site visit.

MODULE PROFILE (CONT'D)

TOPIC	LEARNING ACTIVITIES	RESOURCES/MATERIALS
ACTIVITY II: (Cont'd)	Present a format the students may use in planning and preparing the presentation. Be sure to encourage originality. Secure the help of parents with special skills to train the students in how to effectively use cassette recorders, pictures, slides, etc., for their presentations. Arrange to have the media specialist work with the students in techniques of presentation.	Teacher-prepared outline of student project format.
ACTIVITY III: Media	Commercially produced materials including filmstrips, books, kits, and videotapes can be used to supplement this module.	Explore your media center resources.
ACTIVITY IV: Reinforcement	Project S.P.I.C.E. Adds Color to Your Future Activity Book	
	Original activity books constructed by the students with the help of the teacher, aide, or parent.	Paper, pencil, art supplies
	Assignments from relevant newspaper articles	Newspapers

TOPIC	LEARNING ACTIVITIES	RESOURCES/MATERIALS
ACTIVITY IV: (Cont'd)	Student constructed occupational profiles based on their interests.	Occupational Outlook Handbook
	Occupational learning centers where students could read and work through each other's activity books.	Occupational Outlook Handbook

LEARNING ACTIVITIES

Student Performance Objectives: The student will be able to:

1. Name ten worker titles.
2. Name the school subject most needed by each.
3. Name the level of education required for each.
4. From a list of ten worker titles, name three who need the most education/training.
5. From a list of ten worker titles, name three who need the least education/training.

Activity One - Community Career Consultants

Introduce to the student the term community career consultant. Explain to the students that they will be talking with and learning from the consultants throughout the program. Stress the value of an on-site visit or an in-class visit by the consultant. Discuss the role the student will fill during the experiences and what information you expect them to gather.

Assist students in drafting questions that should be asked of the consultant. Simulate an interview so that the student becomes familiar and comfortable with asking questions of the consultant.

After each on-site visit or consultant visit to the classroom, each student should complete an occupational profile (see Project S.P.I.C.E. Adds Color to Your Future Activity Book).

Activity Two - Student Projects

Students participating in an on-site visit will be responsible for presenting information to the total group. Introduce this activity to the students by explaining their task of teaching the other students. Tell the students it is their responsibility to plan and prepare the presentation of information learned from their on-site visit.

Present a format the students may use in preparing the presentation. Also encourage originality. Secure the help of parents with special skills to train the students in how to effectively use cassette recorders, pictures, slides, etc., for their presentations. Arrange to have the media specialist work with the students in techniques of presentation.

Activity Three - Media

There are a multitude of filmstrips, films, books, kits, videotapes, and other commercially-produced material which could be used in this module. The following is only a sampling of the available materials.

FILMS: Good Day's Work: Shrimping
Educational Communications, Inc.

Growing Up On The Farm Today
Centron Educational Films

Manufacturing
Encyclopedia Britannica Educational Corporation

People Who Work In Factories
Coronet Instructional Films

Personal Service
Encyclopedia Britannica Educational Corporation

Public Service
Encyclopedia Britannica Educational Corporation

What Shall I Be?
Coronet Instructional Films

FILMSTRIPS: Community Helpers Series, Set I, II
McGraw-Hill Films

People At Work Series, Sets I, II
Educational Development Corporation

KITS: Valuing Approach To Career Education 3-5 Series
Education Achievement Corporation

STUDY PRINTS: Dairy Helpers
Society for Visual Education, Inc.

Hospital Helpers
Society for Visual Education, Inc.

Neighborhood Friends and Helpers
Society for Visual Education, Inc.

Activity Four - Reinforcement

The Project S.P.I.C.E. Adds Color to Your Future Activity Book is included in this module. Although we feel this is an excellent set of activities to reinforce students' learning, we also believe that students would benefit by constructing their own activity books, with the help of the teacher, aide, or parent. Crossword puzzles and hidden messages are activities students enjoy. Assignments from the newspapers encourage students to read the paper. Students should be provided with opportunities to construct occupational profiles of most interest to them. You could then set up an occupation learning center where students could read and work through each other's activity books.

APPENDIX - STUDENT RESOURCE MATERIALS

Test Administration

Pre-Test

By administering the four tests before using any activities in the module, you will have information concerning the student's present knowledge of careers, educational requirements and the ability to obtain career information.

Each test has directions printed on the test. For those students unable to read the test, it may be administered orally, with students circling the answer.

Post-Test

The post-test should be given at the conclusion of the module. The post-test is identical to the pre-test. Directions for administering the post-test are the same as for the pre-test.

M-3b - Education and Training Preparation

Directions: Read the list of 36 workers listed below, then mark only 10 out of 36 workers who need the least preparation for employment. For example:

● Supermarket Bagger

---

1) Advertising Layout Specialist
2) Air Conditioning Contractor
3) Architect
4) Assembly Line Worker
5) Auto Rental Agent
6) Barber
7) Bookkeeper
8) Carpenter
9) Cashier
10) Certified Public Accountant
11) Cosmetologist
12) Dentist
13) Industrial Relations Engineer
14) Inventory Clerk
15) Keypunch Operator
16) Longshore Worker
17) Mechanic
18) Mechanical Engineer
19) Optometrist
20) Pharmacist
21) Physician
22) Plumber
23) Postal Worker
24) Quality Control Technician
25) Sales Clerk
26) Sheet Metal Contractor
27) Shipping/Receiving Clerk
28) Stage Lighting Technician
29) Teacher
30) Tool and Die Maker
31) Truck Driver
32) Veterinarian
33) Water Meter Reader
34) Waiter or Waitress
35) Welder
36) X-Ray Technician

- S T O P -

END OF SECTION - DO NOT TURN TO THE NEXT SECTION UNTIL TOLD TO DO SO.

M-3a - Education and Training Preparation

You will have 10 minutes to complete this form.

Directions: Read the list of 36 workers listed below, then mark only 10 out of the 36 workers who need the most preparation for employment. For example:

● Lawyer

---

1) Advertising Layout Specialist
2) Air Conditioning Contractor
3) Architect
4) Assembly Line Worker
5) Auto Rental Agent
6) Barber
7) Bookkeeper
8) Carpenter
9) Cashier
10) Certified Public Accountant
11) Cosmetologist
12) Dentist
13) Industrial Relations Engineer
14) Inventory Clerk
15) Keypunch Operator
16) Longshore Worker
17) Mechanic
18) Mechanical Engineer
19) Optometrist
20) Pharmacist
21) Physician
22) Plumber
23) Postal Worker
24) Quality Control Technician
25) Sales Clerk
26) Sheet Metal Contractor
27) Shipping/Receiving Clerk
28) Stage Lighting Technician
29) Teacher
30) Tool and Die Maker
31) Truck Driver
32) Veterinarian
33) Water Meter Reader
34) Waiter or Waitress
35) Welder
36) X-Ray Technician

Note: Please turn the page over and continue.

M-2 - Worker Titles

Note: This instrument will be given to you by the teacher.

(Students are required to write as many worker titles as possible within a ten minute period.)

ABILITY TO OBTAIN CAREER INFORMATION

Instructions: Indicate whether you agree, disagree or are undecided with the statements below concerning your ability to obtain information about a career in which you are interested. Place an X in one of the boxes.

	YES	UNDECIDED	NO
1) I feel I can talk with workers or employers about jobs.			
2) I know the questions to ask to find out about a job.			
3) When visiting a place of employment, I think about the workers rather than the things for sale.			
4) I know a lot of places where people work that I could go to find out about jobs.			
5) When visiting a place of employment, I notice the tools that the workers use.			
6) I know things to look for when I am watching a worker.			
7) When I have finished talking with a worker, I have a good picture of his or her occupation.			
8) After an on-site visit, I can tell others about what I learned from the workers.			
9) I know what questions to ask people about the tools they use on their job.			
10) I would be willing to go visit a work place and interview workers alone.			

MINI-TEST ON OCCUPATIONS FOUND AT

____

1) List as many occupations as you can found at ______________________________

2) List the educational requirements of the occupations.

Occupation	Education

3) List three (3) skills required in three (3) of the occupations.

4) List the subject most needed in school by five (5) of the occupations.

PROJECT S.P.I.C.E.

SPECIAL PARTNERSHIP IN CAREER EDUCATION

ADDS COLOR TO YOUR FUTURE

activity book

The School Board of Volusia County

Dr. Donald G. Gill, Superintendent

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

PROJECT S.P.I.C.E.
(SPECIAL PARTNERSHIP IN CAREER EDUCATION)
ACTIVITY BOOK
JUNE, 1978

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PREFACE

BACKGROUND OF THE PROJECT . . .

Project S.P.I.C.E. (Special Partnership In Career Education) is Volusia County's Career Education Program for Educable Mentally Handicapped Students. Funded as a demonstration project through the U. S. Office of Education's Career Education Program, Project S.P.I.C.E. is designed to develop and demonstrate the most effective methods and techniques for providing appropriate career education experiences for intermediate age educable mentally handicapped students.

An integral component of the program is the partnership established between the educable mentally handicapped students and their non-handicapped peers. Through this partnership, the career awareness information level and the career expectations of the EMH students has significantly increased and broadened.

As EMH and non-handicapped students work and learn together, mutual understanding and acceptance develops between them. They now appreciate the unique talents and abilities of each other and have developed positve attitudes toward each other.

The career awareness experience that has the greatest effect for both the EMH and non-handicapped students is to experience on-site visits and talk with community career consultants in the classroom. By receiving information directly from the world of work concerning employment opportunities and skills required, the students have a realistic basis for preparing for their futures. By greater involvement in the education program, community members develop a better understanding of the unique learning needs and abilities of EMH students as they take a part in preparing future employees to be productive members of the work force.

In interviewing community career consultants in the classroom or on-site, students receive vital information concerning occupations including: 1) the name of the occupation, 2) the educational and training requirements, 3) the duties, 4) the skills and 5) the most important school subject(s). By obtaining this kind of information about various occupations, students are better able to select an occupation or a cluster of occupations that are compatable with their interests, abilities and needs.

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SPICE ADDS COLOR TO YOUR FUTURE: AN ACTIVITY BOOK contains a sampling of occupations SPICE students have explored. Occupational profiles were completed from interviews project students held with community career consultants during the project year.

The intent of the activity book is to inform and reinforce concepts learned by students about a variety of occupations found in the world of work. It also provides a stimulus for seeking out information about other occupations that could meet the students' interests, abilities and needs.

A WORD ON SEX STEREOTYPING . . .

There was no attempt to eliminate sex stereotyping in the job titles and illustrations drawn in this book. They reflect what students found to be typical in this day and time. There was an attempt, however, to eliminate sex stereotyping in the writeup of the occupational profiles. Throughout the project it was stressed to students that all jobs are open to both males and females as long as applicants qualify for a particular position.

Appreciation is extended to Debby H. Emerson, Project S.P.I.C.E. Coordinator, for her initiative in compiling and organizing the information contained in this activity book; Susan J. Horvath, Career Education Specialist, for her technical and editorial assistance throughout the Project; Susan E. Bradley, Project S.P.I.C.E. Secretary, for typing the final draft; Cheryl Ballard, Graphics Artist, for the illustrations used throughout the book; R. Bruce Brown, Graphics Artist, for the cover design; and Mr. Dal Ritchey, Executive Director of the DeLand Chamber of Commerce, for his assistance in obtaining community resources.

June, 1978

ACKNOWLEDGMENTS

Special appreciation and thanks are extended to the following students, teachers, and principals for their contributions to the project. Without their willingness to participate, the project would not have been possible.

STUDENTS:

MITCH ADAMS
DOUGLAS ANDERSON
LISA AVETA
TAMARA BRACKETT
WILLIE BRINSON
HAGAN BROWNING
WILLIAM BYNER
TERESA CARTER
KAREN CLARK
TRUDE COLE
ALBERT CORLEY
NAMOND DOUGLAS
MARILYN DUNCAN
SHERRY DUNN
CHRIS DUPLER
BARBARA FORDHAM
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LORRAINE GIBSON
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GREGORY HILL
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ROBERT A. SMITH, PRINCIPAL, GEORGE MARKS ELEMENTARY SCHOOL
HENRY M. WHITES, PRINCIPAL, STARKE ELEMENTARY SCHOOL

ACKNOWLEDGMENTS

Special appreciation is extended to the community career consultants who have contributed time and information to the students of Project S.P.I.C.E. They are:

BARNETT BANK OF DELAND
BURGER KING
CARDINAL INDUSTRIES, INC.
CAROL'S BEAUTY BOUTIQUE
CAROL'S CARE CENTER
CIRCLE R SWINE FARM
DAYTONA BEACH PLANETARIUM
  ROBERT S. HILLENBRAND
DELAND ANIMAL HOSPITAL
DELAND CAMERA SHOP
DELAND CONVALESCENT CENTER
DELAND POLICE DEPARTMENT
DELAND SUN NEWS
FACTORY TRANSMISSION
LES FERRELL JEWELERS, INC.
FIRST FEDERAL OF MID-FLORIDA
FLORIDA POWER CORPORATION
HORSEFEATHERS RANCH
JOHNNY'S BARBER STYLING
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JOHN'S PHARMACY
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KIDDIE KOLEDGE
BILL MARSHALL, ENTERTAINER
MCCRORY'S
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SOUTHERN BELL - WORK CENTER
U. S. POST OFFICE
VOLUSIA COUNTY SHERIFF'S DEPT.

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Activities Director

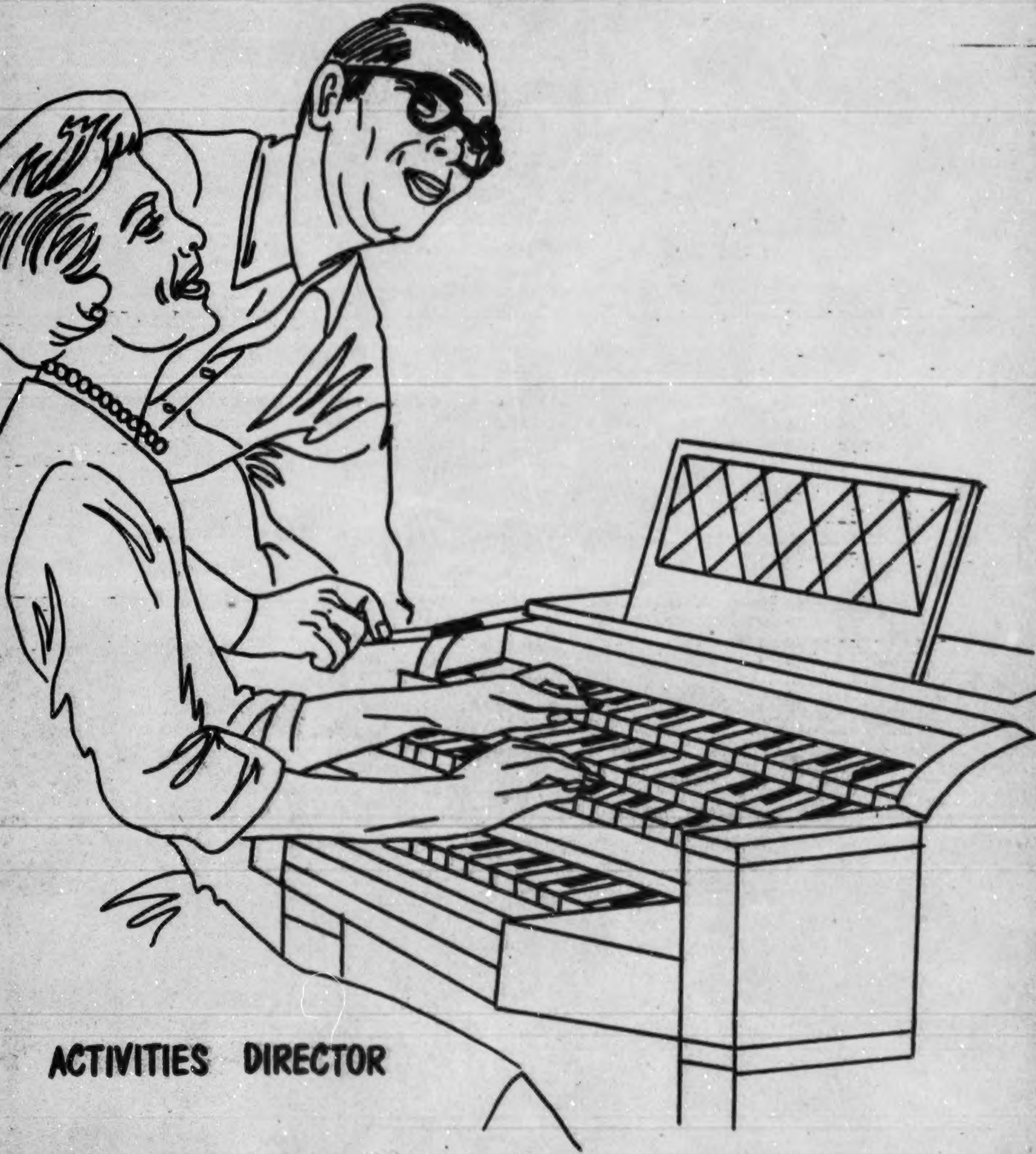
PLACES OF EMPLOYMENT: Convalescent Center, Day Care Center, Cruise Ships, Camps, Colleges, Universities, Schools, Recreation Departments

EDUCATIONAL/TRAINING REQUIREMENTS: The activities director is required to have a high school education. Many employers want a director with a degree in recreation or related subjects from college.

DUTIES OF OCCUPATION: The activities director must plan and direct individual and group activities to help people better enjoy their free time and help people learn to use the equipment and rules in sports, games and other activities. The activities director develops new programs, organizes the daily activities, manages the facilities, supervises the workers, and orders and keeps records of supplies used.

SKILLS REQUIRED: Activities directors must be aware of the needs of other people and be able to work with them in order to get involvement in activities. The activities director must be in good health, be able to show inititive, be able to accept responsibility and make decisions.

MOST IMPORTANT SCHOOL SUBJECT(S): Physical Education & Arts & Crafts



ACTIVITIES DIRECTOR

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Auto Bodyman (Repairman)

PLACES OF EMPLOYMENT: Car or Truck Dealerships, Bus Lines, Independent Body Repair Shops, Companies with fleet of cars or trucks

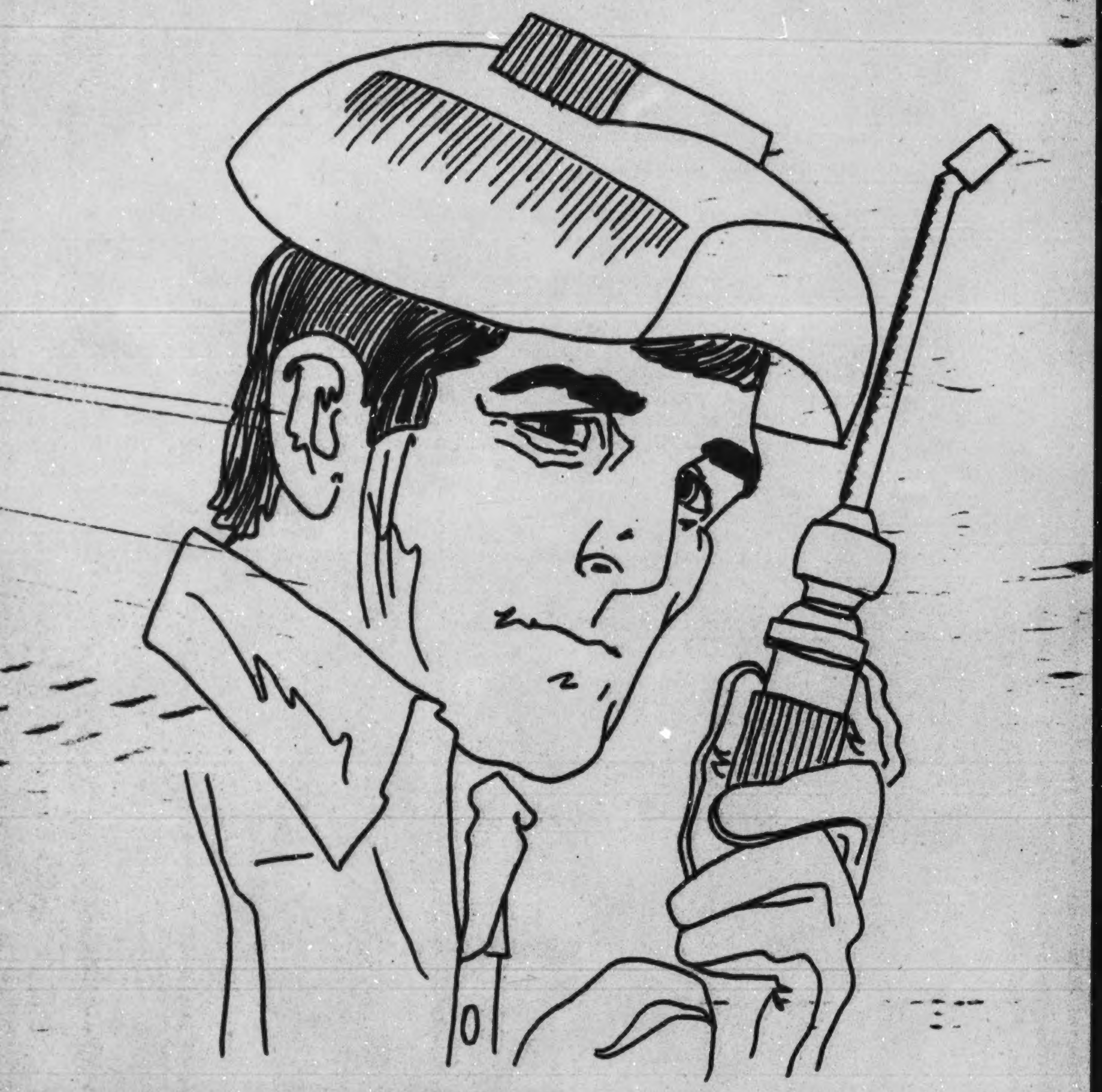
EDUCATIONAL/TRAINING REQUIREMENTS: Most auto bodymen learn their skills on-the-job. Many vocational and technical schools offer courses in auto body repair. These courses help auto bodymen learn more about their jobs. Although a high school education is not required, many employers want employees who have graduated from high school.

DUTIES OF OCCUPATION: The auto body repairman fixes damaged cars or trucks.

SKILLS REQUIRED: The auto bodyman must be able to straighten bent frames of a car or truck, remove dents, weld torn metal and replace damaged parts. The auto bodyman must be in good physical condition.

TOOLS NEEDED: The auto bodyman must buy hand tools needed on the job. Usually the employer will buy the larger tools such as hydraulic jack, pneumatic hammer, acetylene torch and other power tools.

MOST IMPORTANT SCHOOL SUBJECT(S): Auto Body Repair



AUTO BODYMAN

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Painter: Cars, Trucks

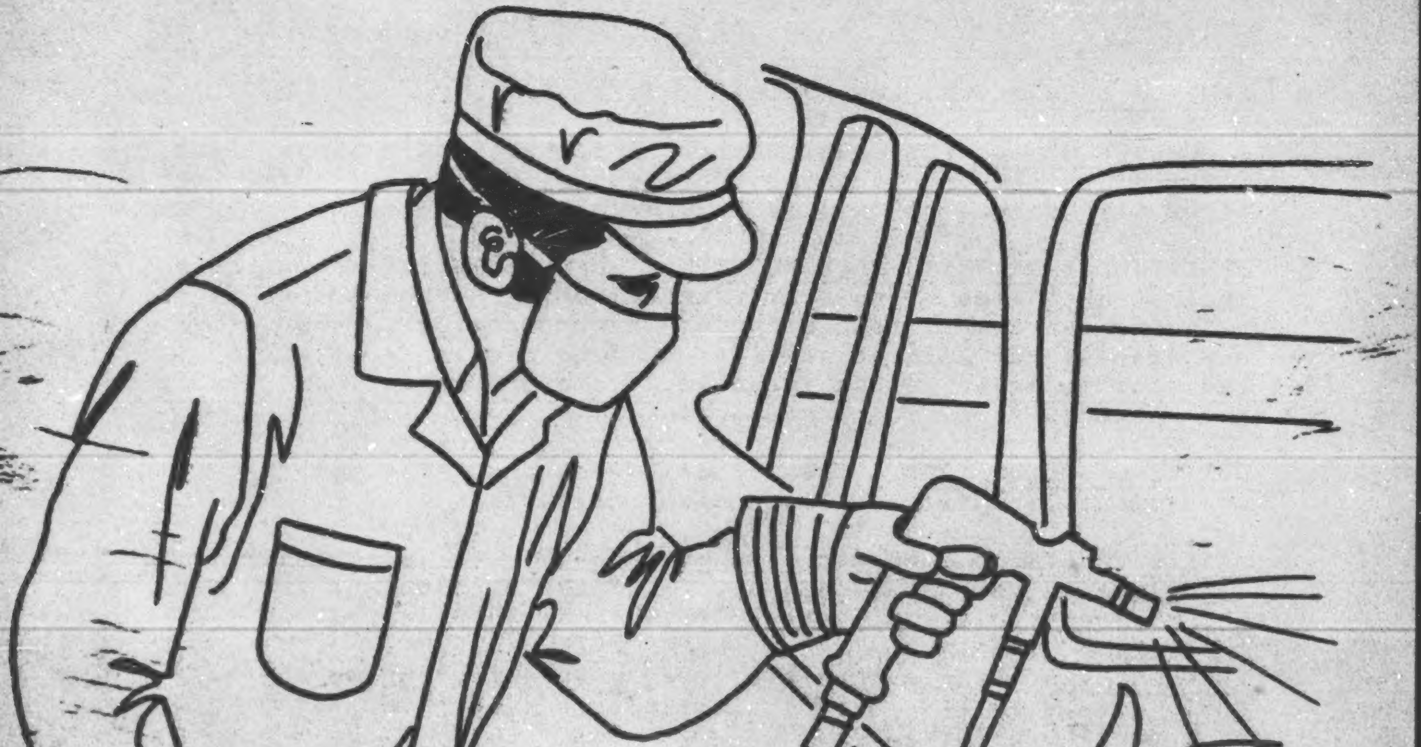
PLACES OF EMPLOYMENT: Manufacturers, Car Dealerships, Automobile Repair Shops

EDUCATIONAL/TRAINING REQUIREMENTS: Vocational school or on-the-job training is necessary for learning the skills of a painter.

DUTIES OF OCCUPATION: The painter must get the car/truck ready for painting. To get the vehicle ready, it must be roughsanded to get off the old paint and rust. Painters then spray on a first coat called a primer. Next the area must be sanded again until it is smooth. The painter applies the final coat of paint to the car or truck.

SKILLS REQUIRED: The painter must know how to use the tools to get the cars and trucks ready for painting and how to apply the paint. The painter must also know the different kinds of paint, how to use them and how to match colors.

MOST IMPORTANT SCHOOL SUBJECT: Automobile Repair Courses



AUTO PAINTER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Mechanic

PLACES OF EMPLOYMENT: Car Dealerships, Car Repair Shops, Gasoline Service Stations, Government, Car Leasing Companies, large companies with fleets of cars or trucks

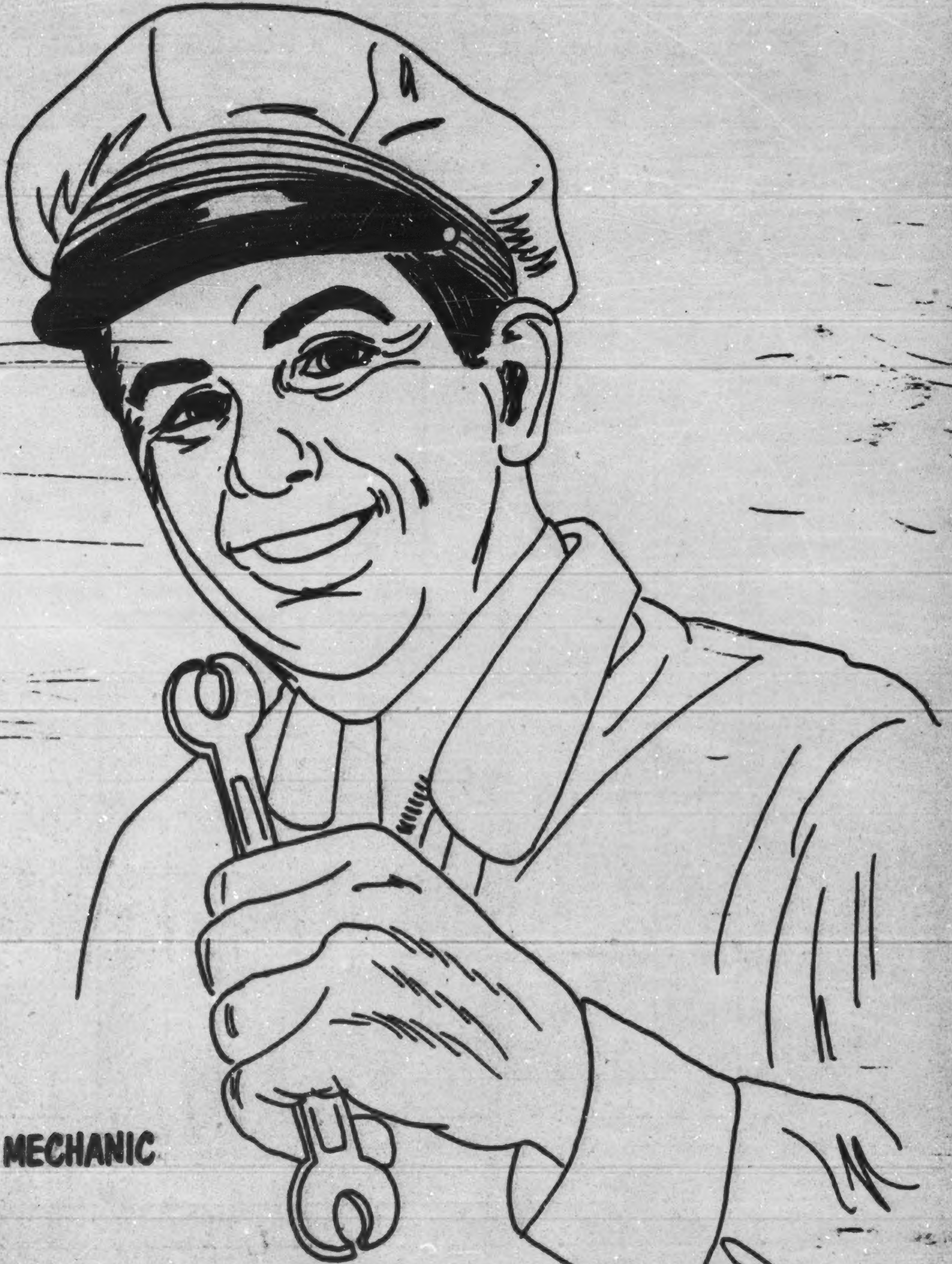
EDUCATIONAL/TRAINING REQUIREMENTS: Most mechanics learn their skills on-the-job. Employers sometimes send mechanics to factory training centers to repair certain car models or to specialize in one area of car maintenance such as transmission specialist, radiator mechanic, glass mechanic, brake specialist, air conditioning specialist or front end mechanic.

DUTIES OF OCCUPATION: The mechanic must check the car for adjustments, repairs or replacement of parts.

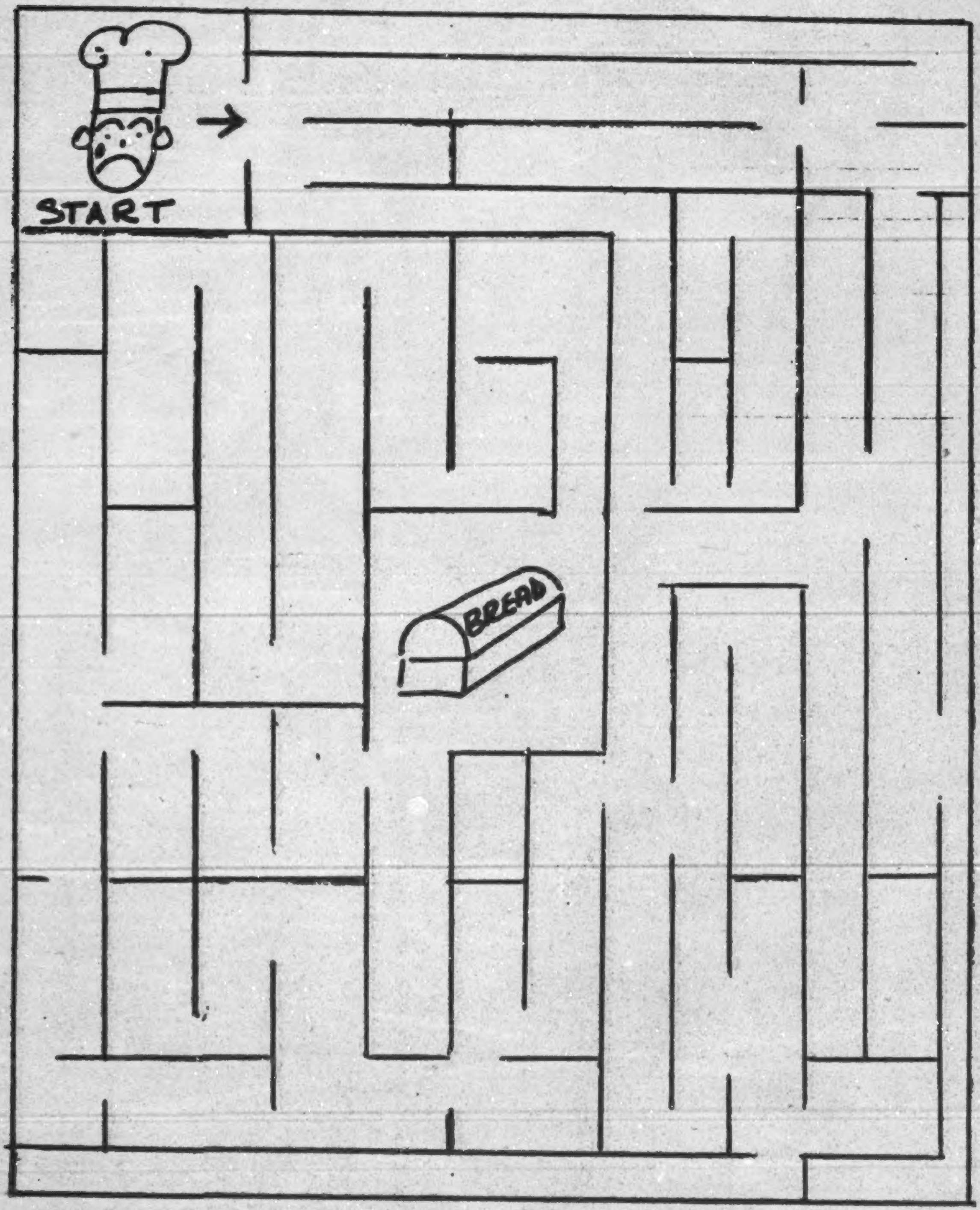
SKILLS REQUIRED: The mechanic must be able to decide what is wrong with a car after an analysis of the problem and then use the correct tools and parts to correct the problem.

TOOLS NEEDED: The mechanic is responsible for buying the handtools needed on the job. The employer will buy the larger equipment necessary.

MOST IMPORTANT SCHOOL SUBJECT(S): Science & Math


MECHANIC

HELP THE BAKER FIND HIS LOST BREAD


START
BREAD

HIDDEN SENTENCE

Read the sentences and follow the directions.

DUMRAMW HUM SUMIHUX TUMOOMLS.

1. Cross out the letter M in all the words.
2. Cross out the letter U in all the words.
3. Cross out the letter H in all the words.
4. Now write the hidden sentence and follow the directions.

______________ ______________ ______________

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Baker

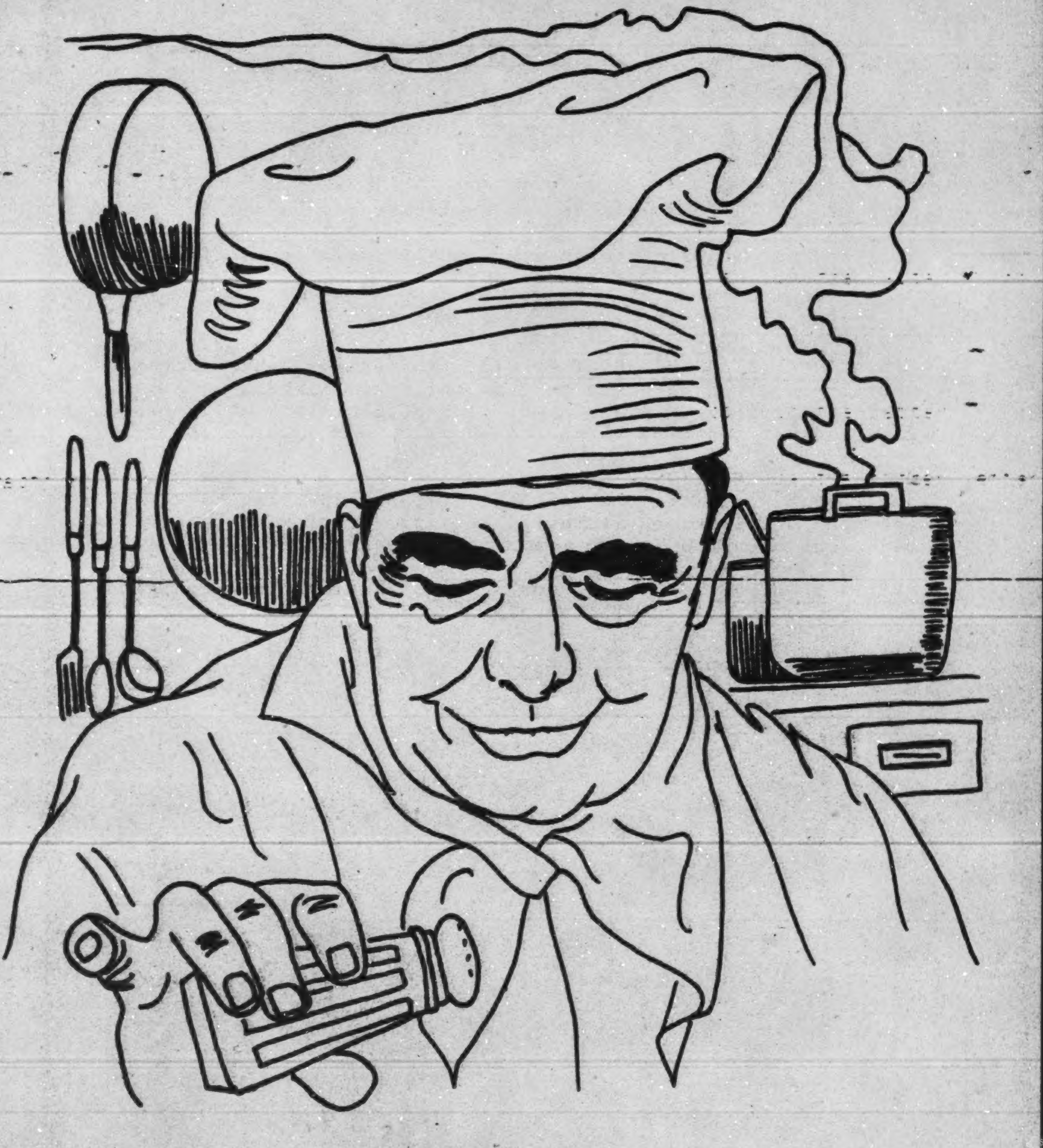
PLACES OF EMPLOYMENT: Wholesale Bakeries, Retail Bakeries, Restaurants, Hotels and Supermarkets

EDUCATIONAL/TRAINING REQUIREMENTS: Bakers are usually trained on the job. They begin as helpers and work for several years alongside experienced bakers to learn the job. Bakers must have a high school or vocational school diploma.

DUTIES OF OCCUPATION: The baker must blend, sift, and mix ingredients to form a dough. The baker then shapes and bakes the dough into bread, cake, pie or cookie form. The baker must also ice cakes, cupcakes and cookies. Some bakers may also be responsible for ordering and keeping a record of materials needed for baking.

SKILLS REQUIRED: Bakers must be in good health and be able to use measuring tools correctly. They must have a good sense of smell and taste. Bakers usually have to stand for long periods of time.

MOST IMPORTANT SCHOOL SUBJECT(S): Math



BAKER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Banker -- The banker may be a loan officer, trust officer, operations officer, correspondent bank officer, auditor, personnel administrator, public relations officer, economist or operations researcher.

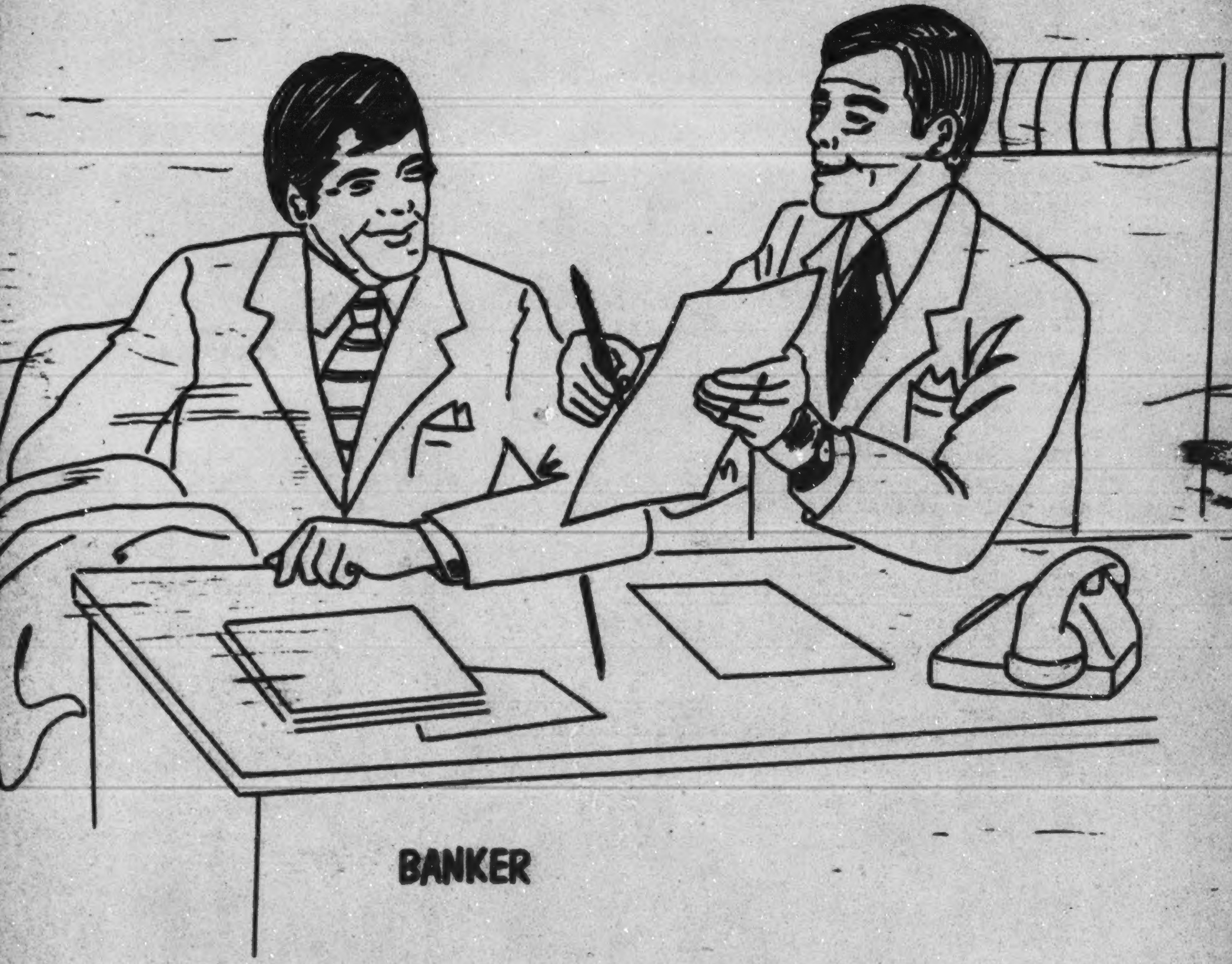
PLACES OF EMPLOYMENT: Banks

EDUCATIONAL/TRAINING REQUIREMENTS: Bankers or bank officers are usually required to graduate from college. Many banks have training programs. A banker or bank officer is usually promoted from another position within the bank.

DUTIES OF OCCUPATION: A banker is the person who sees that the daily bank activities run smoothly. They supervise bank workers and make decisions on financial matters. Duties of bankers are dependent upon the job to which they are assigned.

SKILLS REQUIRED: A banker must have a knowledge of economics and also be able to work with people.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & Language Arts



BANKER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Safe Deposit Clerk

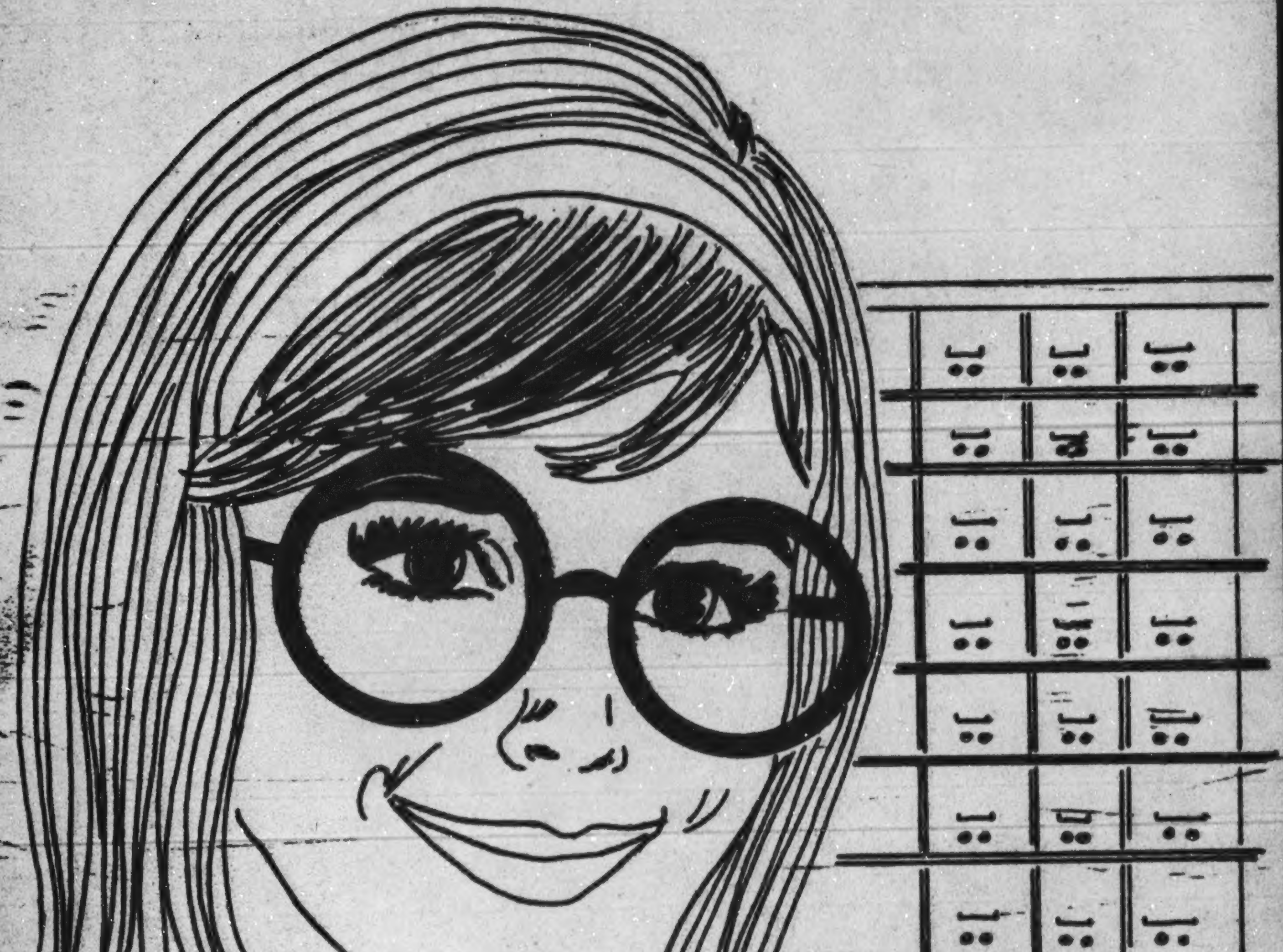
PLACES OF EMPLOYMENT: Banks

EDUCATIONAL/TRAINING REQUIREMENTS: The Safe Deposit Clerk is usually required to have a high school education. The job can be learned by watching and working with an experienced safe deposit clerk.

DUTIES OF OCCUPATION: The Safe Deposit Clerk must let people in the safe deposit area and assist them in opening their safe deposit boxes. The safe deposit clerk checks the area after the customer has returned the box to the safe to be sure no items have been left out.

SKILLS REQUIRED: The safe deposit clerk must be honest and trustworthy, neat and courteous. The safe deposit clerk must be able to get along with other people and be able to work in a small area for long periods of time.

MOST IMPORTANT SCHOOL SUBJECT(S): Math



SAFE DEPOSIT CLERK

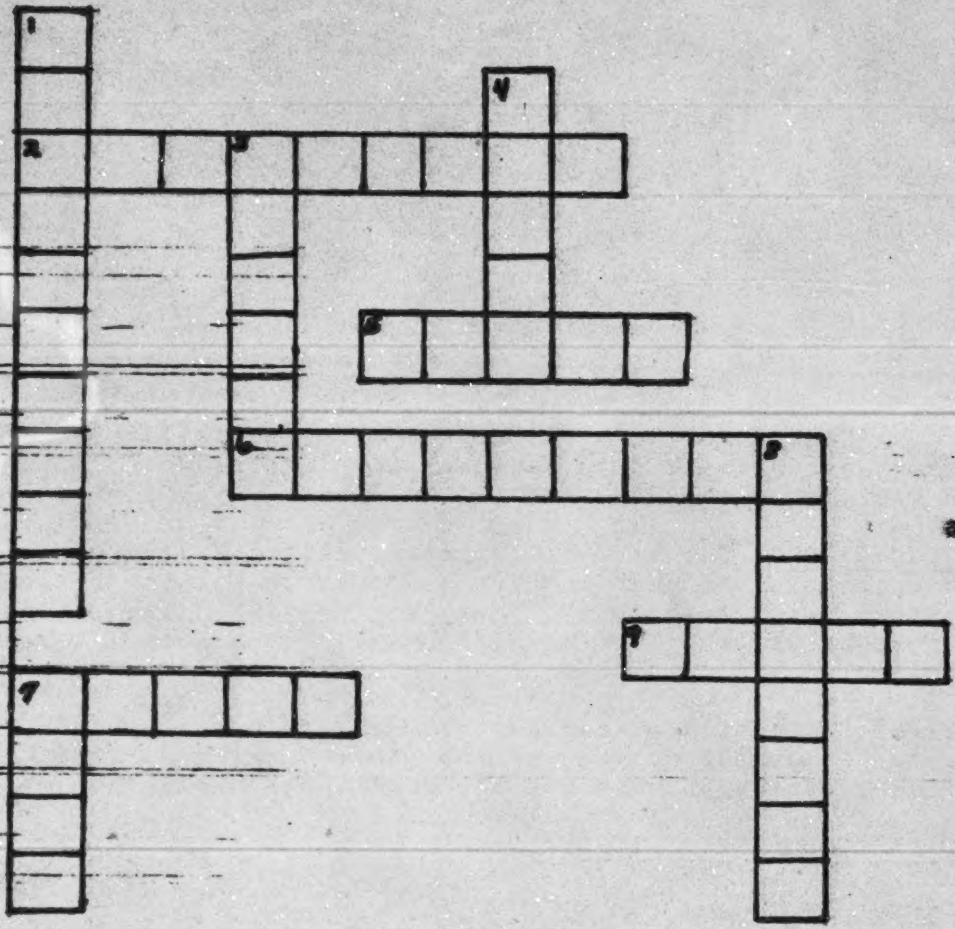
READ THE FOUR JOB TITLES ON THIS PAGE. LOOK IN THE YELLOW PAGES OF THE TELEPHONE BOOK TO FIND PLACES OF EMPLOYMENT FOR EACH JOB TITLE. WRITE THE NAME OF THE BUSINESS, THE ADDRESS AND THE TELEPHONE NUMBER.

COSMETOLOGIST

TELLER

SINGER

REPORTER



DOWN

1. One who washes dishes.
3. A bank ________________cashes a check for you.
4. Bakes bread
7. Cooks food
8. A man who sells.

ACROSS

2. Works for Telephone Co. on switches
5. Works for a doctor
6. Public ___________workers tell the community about the place in which they work.
7. The telephone ___________can go underground.
9. A worker who types and files papers is a _____________.

CLERK
SALESMAN
CABLE

COOK
RELATIONS
BAKER

NURSE
TELLER
SWITCHMAN

DISHWASHER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Bank Teller

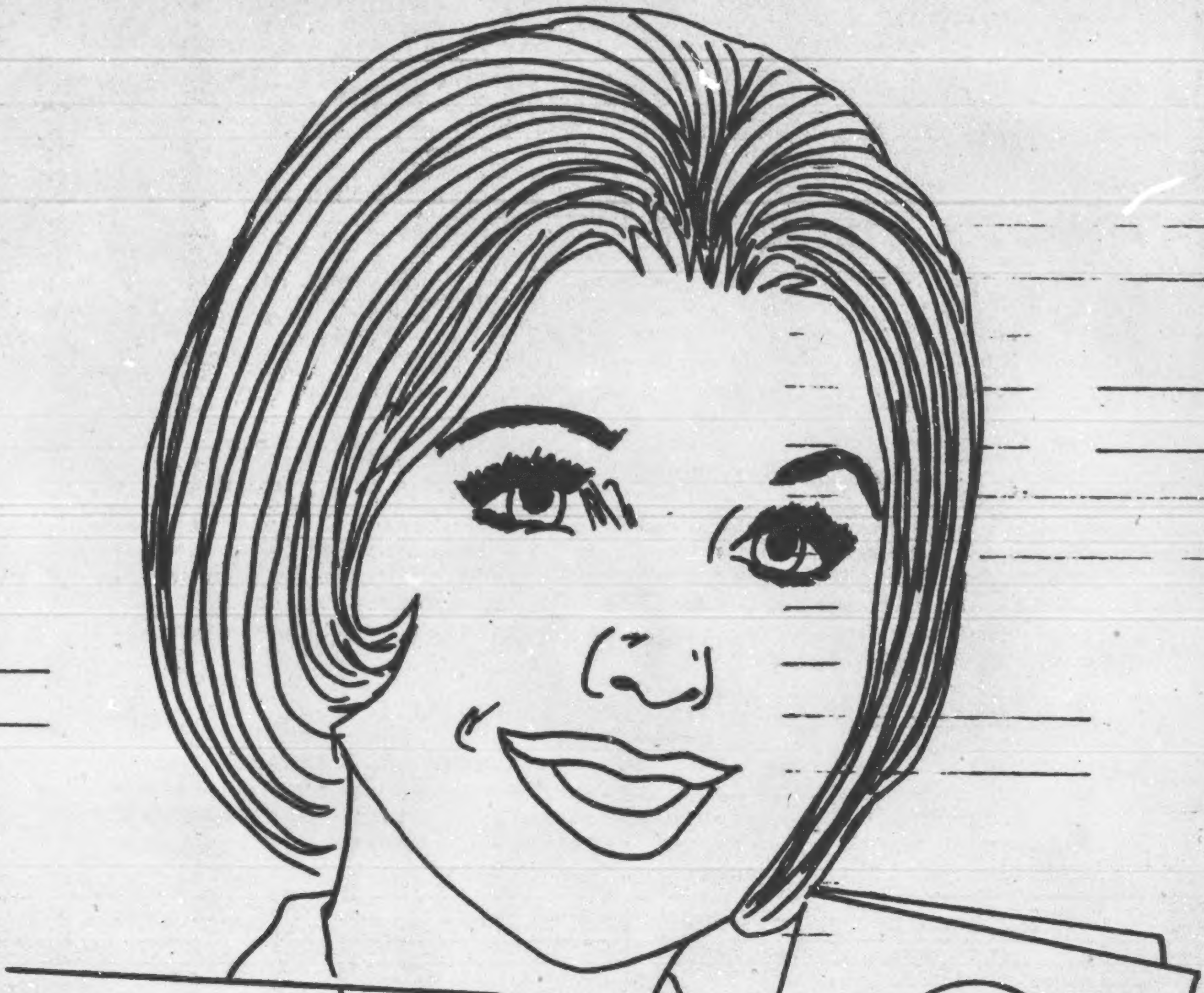
PLACES OF EMPLOYMENT: Banks

EDUCATIONAL/TRAINING REQUIREMENTS: Most banks want tellers who are high school graduates with experience in clerical work. Tellers are trained on the job.

DUTIES OF OCCUPATION: The bank teller must receive and pay out money and keep records of what they do. The duties of the teller are based on the size of the bank. For large banks, a bank teller is trained for duties as one of the following: commercial, savings, foreign exchange, payroll, discount and security tellers.

SKILLS REQUIRED: The bank teller must be able to count money and be able to use an adding machine and other banking machines. The bank teller must be able to get along with other people.

MOST IMPORTANT SCHOOL SUBJECT(S): Math


TELLER
SAVINGS ACCOUNT

TELLER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Camera Shop Manager or Photographer

PLACES OF EMPLOYMENT: Retail Store, Photography Studio, Newspaper, Magazine, Industry, Government, Freelance

EDUCATIONAL/TRAINING REQUIREMENTS: The Camera Shop Manager or Photographer may learn through on-the-job training. Others learn about photography, cameras and film developing in high school, college or art school. To become a camera shop manager, an employee must have experience in photography and knowledge about cameras and photography equipment.

DUTIES OF OCCUPATION: The camera shop manager must wait on customers, assist them in their selection of cameras and equipment, answer any questions concerning the camera. The camera shop manager or photographer must use cameras and other equipment to portray people and events on film. The camera shop manager or photographer must also repair cameras and equipment and develop film for customers.

SKILLS REQUIRED: The camera shop manager or photographer must have good manual dexterity, good eye sight and color vision, and some artisitc ability. Photographers should like detailed work, should be able to work well with people and should have skills in keeping records, ordering supplies and handling money. The camera shop manager must be able to supervise other workers.

TOOLS NEEDED: Camera and Camera Equipment

MOST IMPORTANT SCHOOL SUBJECT(S): Art & Photography

CAMERA SHOP MANAGER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Cashier

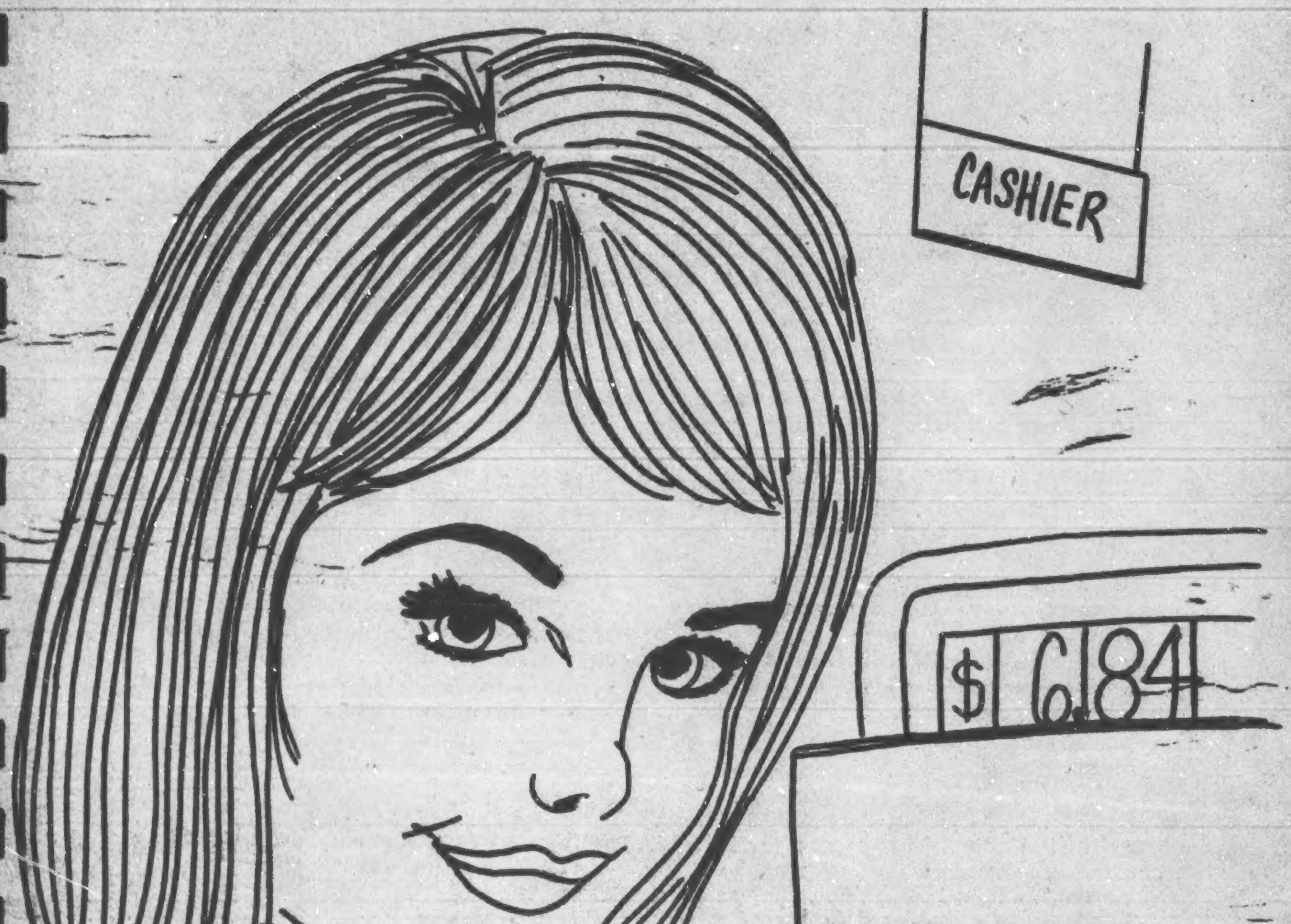
PLACES OF EMPLOYMENT: Supermarkets, Movie Theaters, Restaurants, Retail Stores, Hotels and Hospitals

EDUCATIONAL/TRAINING REQUIREMENTS: A high school education is preferred by most employers. Many employers provide on-the-job training for cashiers.

DUTIES OF OCCUPATION: The cashier must take money, make change, fill out charge forms and give receipts to the customers. Cashiers may do other duties given to them by the employer.

SKILLS REQUIRED: A cashier must be able to use a cash register, count money, and make change. They must be able to do this work accurately. They need to have good eye-hand coordination. The cashier must also be able to write out bills.

MOST IMPORTANT SCHOOL SUBJECT(S): Math


CASHIER
$ 6.84

CASHIER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Sales Clerk

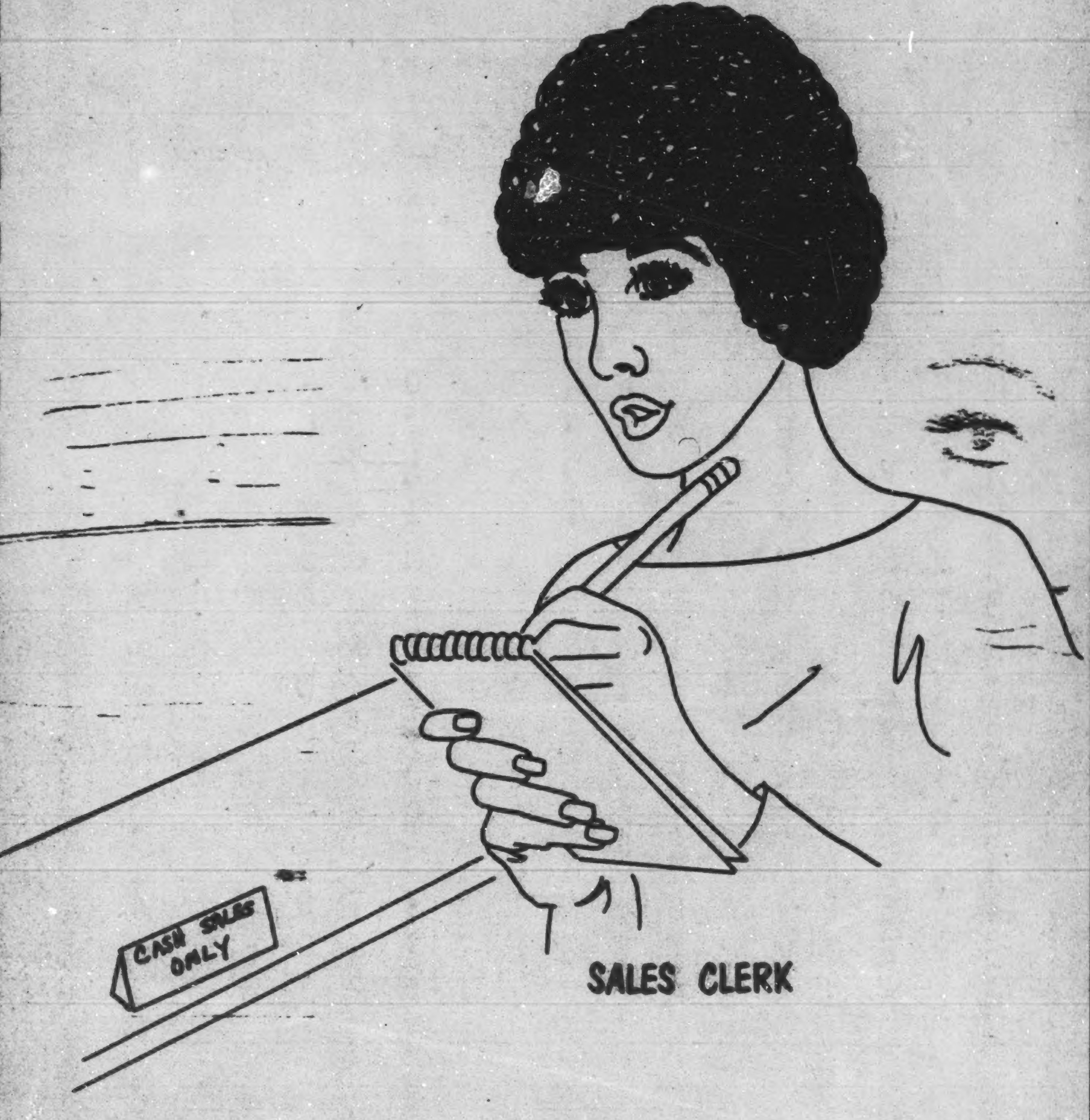
PLACES OF EMPLOYMENT: Retail Stores, Door-to-Door Sales Companies, Mail Order Houses

EDUCATIONAL/TRAINING REQUIREMENTS: Employers want sales clerks who have graduated from high school. The sales clerk is usually trained on the job.

DUTIES OF OCCUPATION: The duties of the sales clerk are dependent upon the kinds of goods sold. Usually the duties of the sales clerk require talking with customers, answering questions about the goods and assisting the customer in finding goods. The sales clerk also makes out sales or charge slips and receives payment for goods. The sales clerk must handle returned and exchanged goods and keep the work area neat and stocked with goods.

SKILLS REQUIRED: The sales clerk must enjoy working with people and have the ability to deal with people. A pleasant personality, neat appearance and the ability to talk clearly with others are necessary traits. The sales clerk should be healthy, be able to stand for long periods of time and have good arithmetic skills.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & English


CASH SALES
ONLY

SALES CLERK

Can you find the names of the jobs in the puzzle? Circle each job name.

ACTOR
AGENT
ARTIST
BAKER
BARBER
BRICKLAYER
BUTCHER
COOK
EDITOR
EMBALMER
ENGINEER
FLORIST
GARDENER
JOCKEY
JOURNALIST
LAUNDRESS
MAID
MODEL
NURSE
PILOT
PLUMBER
PRESSER
PRINTER
REPORTER
SALESMAN
TAILOR
TRUCK DRIVER
WAITER
WELDER
WRITER

R	F	G	D	R	D	S	F	R	M	A	S	S	E	U	R
L	E	Y	A	R	E	L	S	A	E	J	O	C	K	E	Y
R	E	T	O	R	O	H	R	E	O	B	P	I	L	O	T
R	E	V	I	R	D	K	C	U	R	T	R	O	T	C	A
E	E	B	I	R	S	E	R	T	R	D	I	A	M	O	I
R	N	S	M	M	W	N	N	E	U	P	N	U	B	O	L
B	T	G	A	U	A	E	T	E	O	B	T	U	C	K	O
R	E	N	I	L	L	I	M	R	R	R	E	K	A	B	R
I	R	L	I	N	A	P	T	B	O	N	R	K	D	L	P
C	O	S	E	W	E	E	N	T	A	W	E	L	D	E	R
K	T	F	E	D	R	E	U	R	E	L	D	D	I	F	E
L	C	I	D	E	O	T	R	T	R	I	M	M	E	R	S
A	O	L	I	M	Y	M	S	N	A	M	S	E	L	A	S
Y	D	E	T	I	A	G	E	N	T	S	I	T	R	A	E
E	P	R	O	M	P	T	E	R	E	T	R	O	P	E	R
R	E	K	R	A	B	R	E	T	T	I	F	P	I	H	S

Read the problem and then put the correct answer in the space provided.

1. Willie has saved $4.85. He wants to buy a soccerball that cost $9.49. How much more money does he need? $________

2. Erlene bought a necklace for $2.99. How much change should she get back from a $5.00 bill? $________

3. Lloyd bought a sleeping bag for $12.95, a rod and reel for $4.99, some fishing bait for $1.75 and a pocket knife for $7.65. How much money did Lloyd spend in all? $________

4. William and Darron helped Mr. Elliott build a fence. They worked for 4 days. The first day the boys earned $8.00. On Tuesday they earned $11.50. On Thursday they earned $6.50. The last day of work they earned $15.00. How much did the boys earn in the four days of work? $________

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Stock Clerk

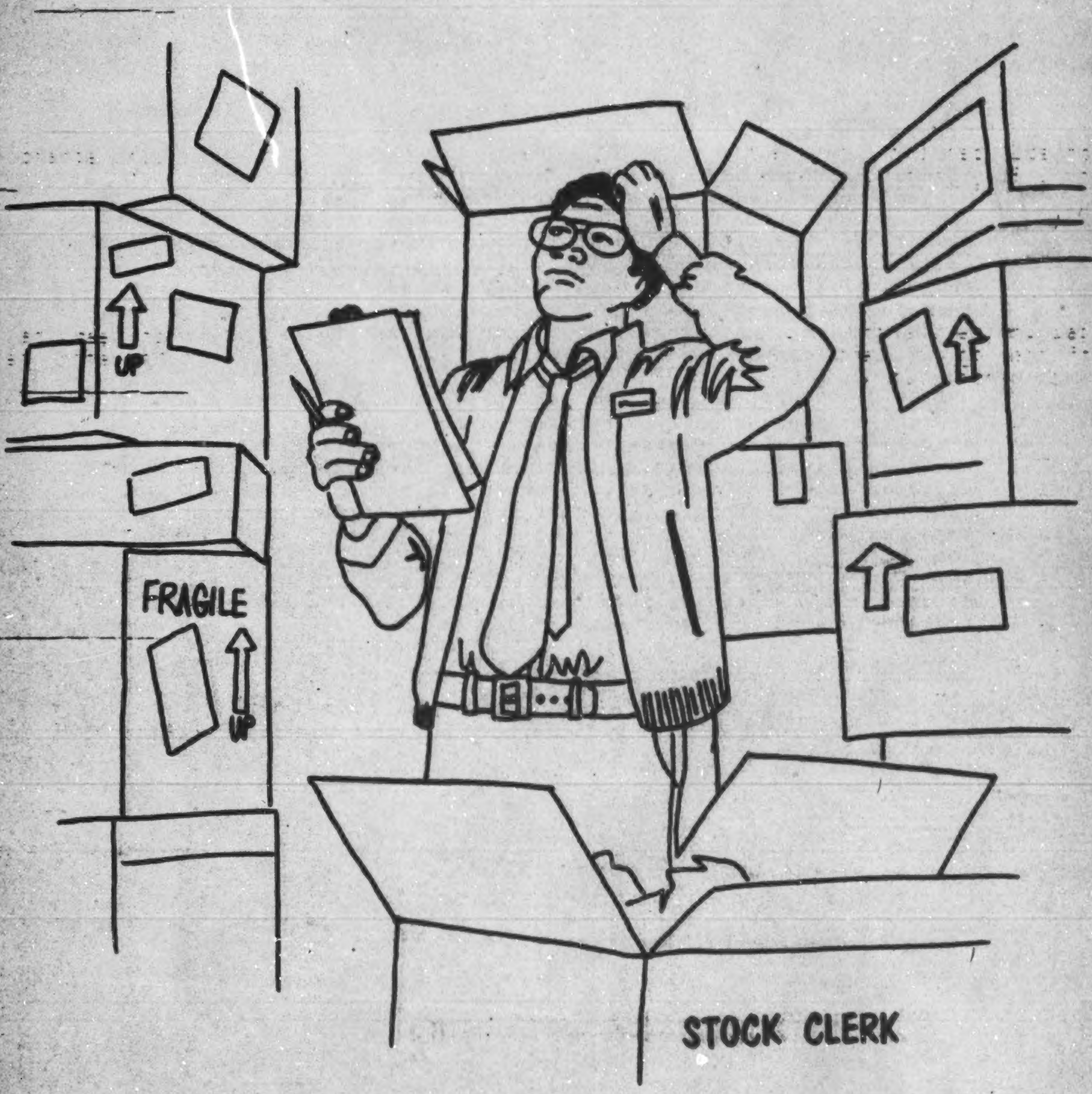
PLACES OF EMPLOYMENT: Factories, Wholesale Firms, Retail Stores, Mailorder Houses, Airlines, Government Agencies, Hospitals and Schools

EDUCATIONAL/TRAINING REQUIREMENTS: There are no specific educational requirements for a stock clerk. However, most employers want high school graduates. Stock clerks usually train on-the-job.

DUTIES OF OCCUPATION: The stock clerk takes in and unpacks goods or materials. They must report damaged or spoiled goods and fill out the necessary papers to get replacements or credit. The stock clerk marks prices on the goods. The stock clerk keeps records of the goods coming into and leaving the stockroom.

SKILLS REQUIRED: The stock clerk must know how to read, write and do math, be in good health, and have good eyesight.

MOST IMPORTANT SCHOOL SUBJECT(S): Reading, Writing & Math


UP
FRAGILE
UP
STOCK CLERK

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Cosmetologist, Beauty Operators, Hairdressers or Beauticians

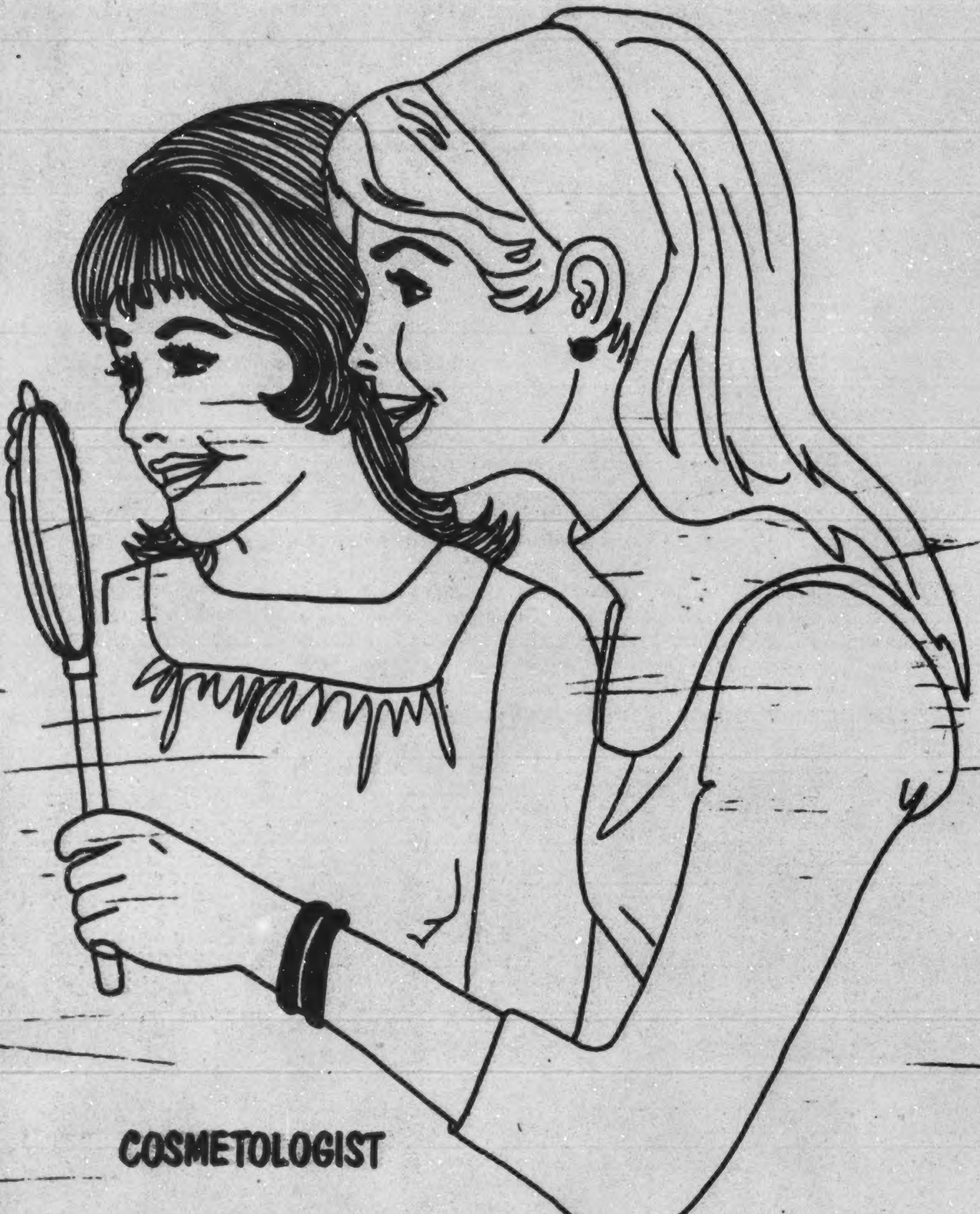
PLACES OF EMPLOYMENT: Beauty Salons, Cosmetic Retail Stores, Motion Picture Industry, Hospitals and Ocean Liners

EDUCATIONAL/TRAINING REQUIREMENTS: A cosmetologist must finish at least the 10th grade of high school and take cosmetology courses at a vocational school, beauty school or college. The cosmetologist must pass a test to be licensed by the state before beginning work. A cosmetologist must continue to learn the changing hairstyles and beauty techniques.

DUTIES OF OCCUPATION: Cosmetologists must shampoo, cut, set and style people's hair. They must also straighten, bleach or tint hair and give permanent waves. The cosmetologist also gives manicures, scalp and facial treatments. They may also help the customer select makeup, shape eyebrows, clean and style wigs and hair pieces. Cosmetologists make appointments for customers and keep equipment clean.

SKILLS REQUIRED: Besides skills talked about in the duties section, the cosmetologist must pass a written and performance test to show mastery of the necessary skills.

MOST IMPORTANT SCHOOL SUBJECT(S): Science & Health



COSMETOLOGIST

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Housekeeper

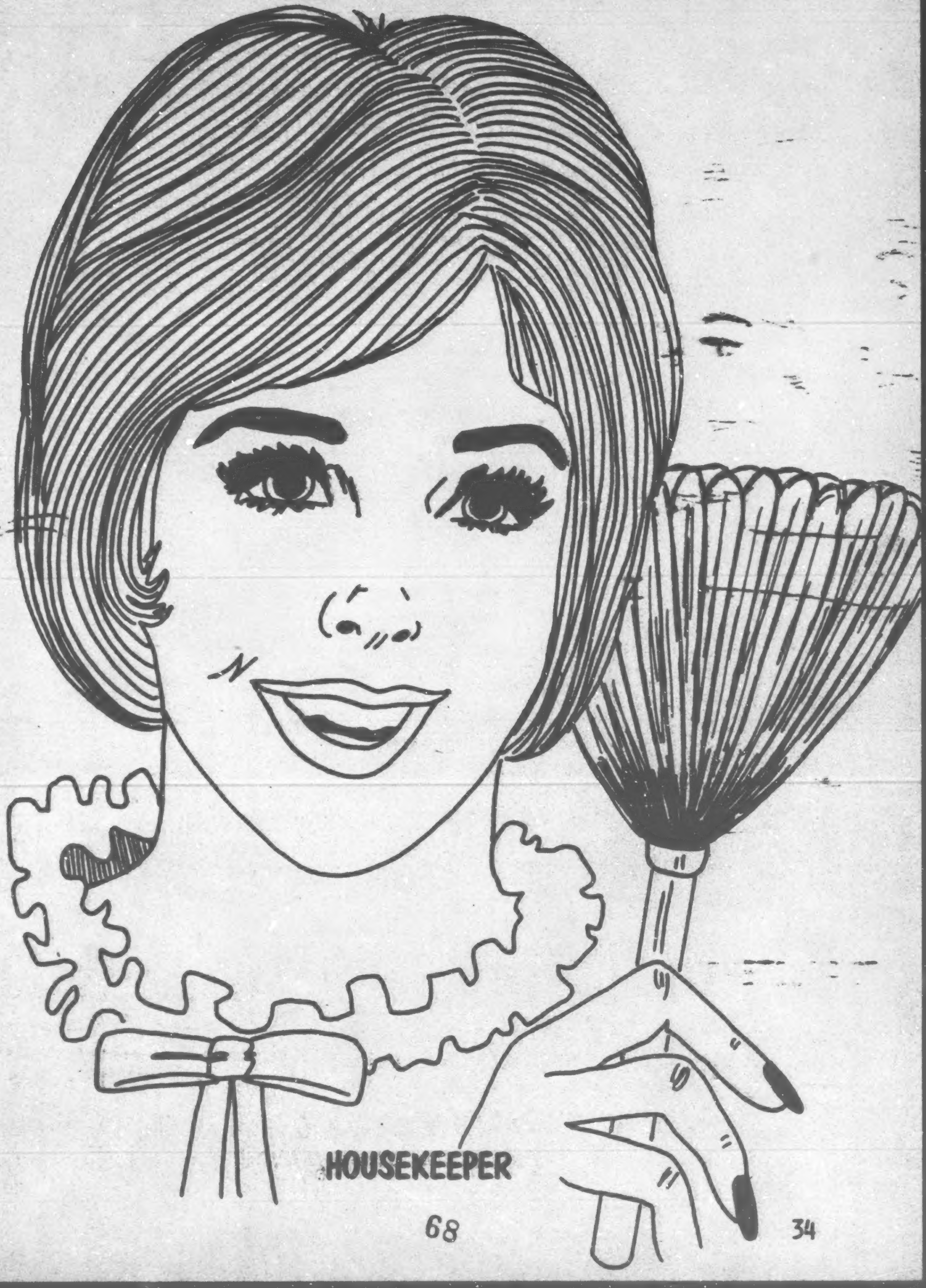
PLACES OF EMPLOYMENT: Hotels, Motels, Colleges, Universities, Convalescent Centers, Institutions, Private Homes, Hospitals

EDUCATIONAL/TRAINING REQUIREMENTS: The housekeeper has no specific educational requirements.

DUTIES OF OCCUPATION: The housekeeper must keep rooms clean and attractive and also account for furnishings and supplies.

SKILLS REQUIRED: The housekeeper must be able to use equipment such as vacuum cleaners and floor waxers. Good health is necessary as well as being able to work alone. The housekeeper must be honest and show initiative on the job.

MOST IMPORTANT SCHOOL SUBJECT(S): Home Economics



HOUSEKEEPER

68

LOOK IN THE CLASSIFIED AD SECTION OF THE NEWSPAPER. FIND AS MANY ADS AS YOU CAN FOR THE FOUR JOB TITLES ON THIS PAGE. CUT THE ADS OUT AND PASTE THEM UNDER THE JOB TITLE.

AUTO BODYMAN

BOOKKEEPER

MEAT CUTTER

HOUSEKEEPER

HIDDEN SENTENCE

Read the sentences and follow the directions.

VWRILVTEB   VLYVOUR   VADBDREBSS

1. Cross out the letter **B** in all the words.

2. Cross out the letter **V** in all the words.

3. Cross out the letter **L** in all the words.

4. Now write the hidden sentence and follow its directions.

________________ ________________ ________________.

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Jeweler

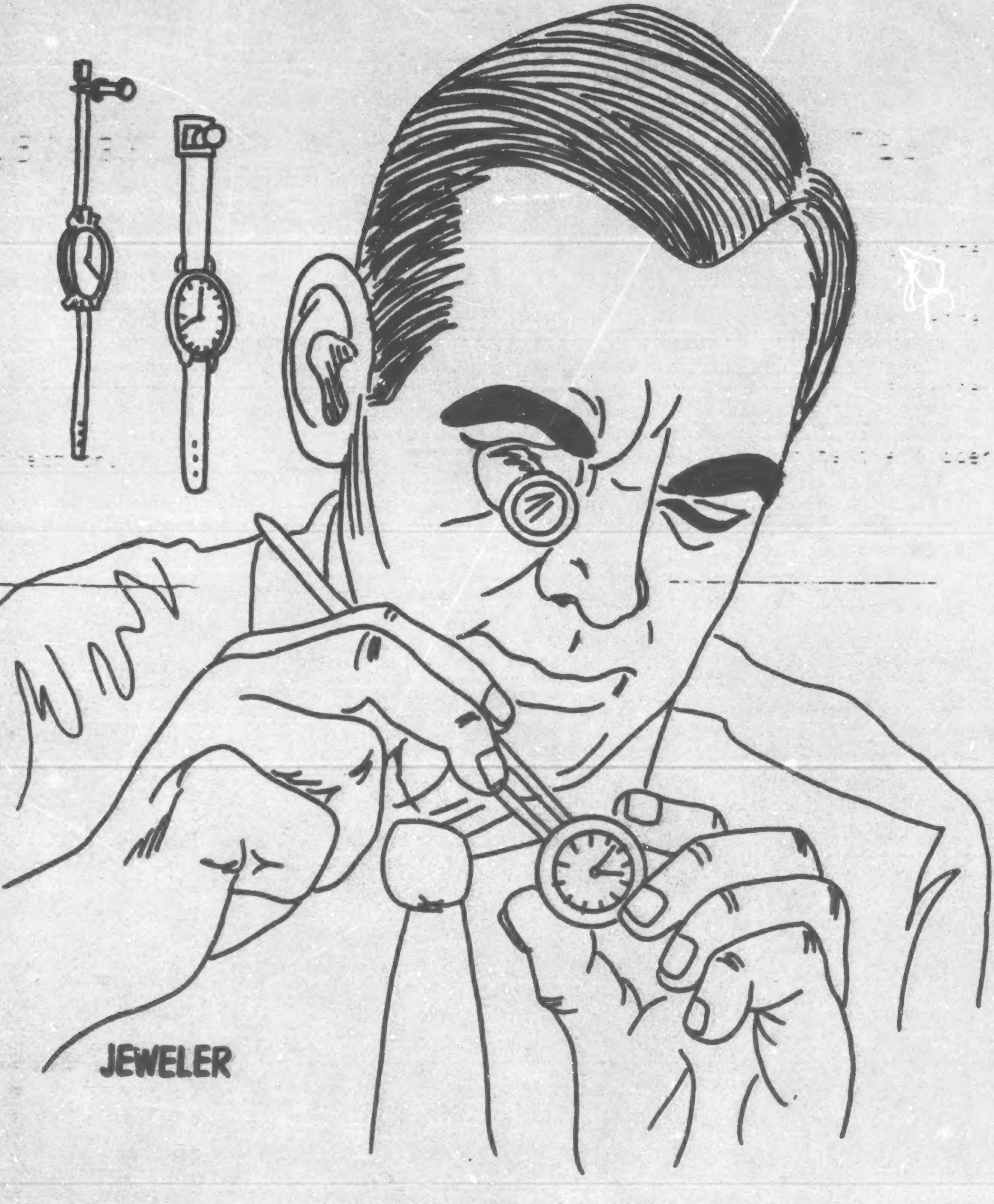
PLACES OF EMPLOYMENT: Retail Jewelry Store, Repair Shops and Factories

EDUCATIONAL/TRAINING REQUIREMENTS: Jewelers can learn their skills through on-the-job training or apprenticeship programs. A high school education is usually preferred by the employer.

DUTIES OF OCCUPATION: Jewelers make rings, pins, necklaces and other jewelry. Many jewelers repair watches. They also repair broken, or wrong-sized jewelry.

SKILLS REQUIRED: The jeweler must have good eye-hand coordination, patience and the ability to concentrate. The jeweler must be honest, trustworthy and respect the law. To be able to repair watches, the jeweler must obtain a license from the state. In order to receive the license, the jeweler or watch repairman, must pass a test. The jeweler must also have good eyesight and be able to sit for long periods of time.

MOST IMPORTANT SCHOOL SUBJECT(S): Science, Art & Mechanical Drawing



JEWELER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Lineman

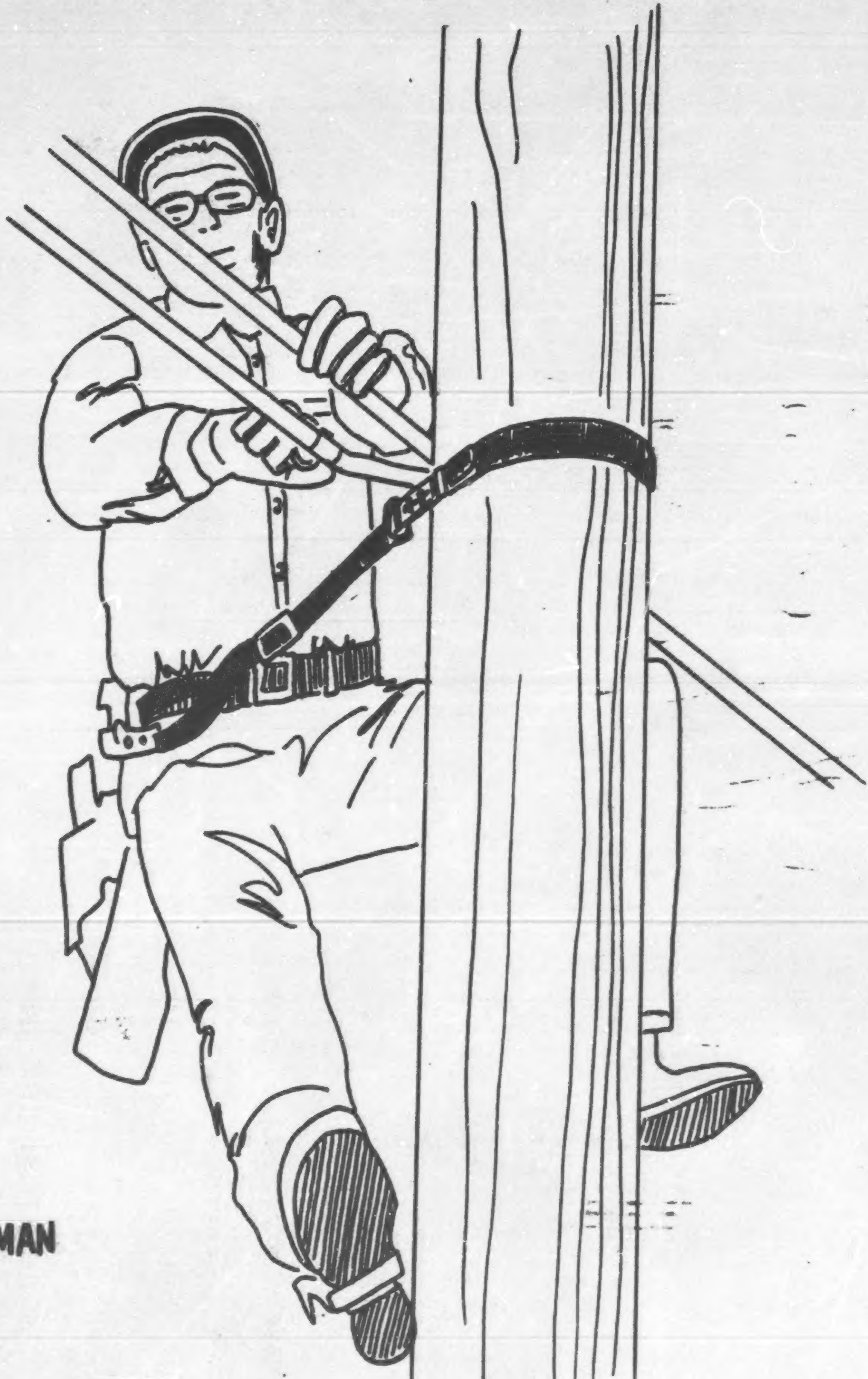
PLACES OF EMPLOYMENT: Telephone or Electrical Utility Companies

EDUCATIONAL/TRAINING REQUIREMENTS: Linemen are trained by the company through classroom instruction and on-the-job training. Linemen continue to receive training throughout their careers.

DUTIES OF OCCUPATION: Linemen are responsible for constructing and maintaining the wires from the customers' homes to the company.

SKILLS REQUIRED: Linemen must be in good physical condition. They must take an aptitude test before being hired. They must have good color vision.

MOST IMPORTANT SCHOOL SUBJECT(S): Language Arts & Math



LINEMAN

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Plant Foreman or Foreman

PLACES OF EMPLOYMENT: Manufacturing Companies, Construction and Service Industries

EDUCATIONAL/TRAINING REQUIREMENTS: A foreman is usually promoted to the job by gaining experience and training within the company. A college education is usually not required but many companies are now seeking foremen with education beyond high school.

DUTIES OF OCCUPATION: Foremen supervise employees. They must see that work is done correctly and efficiently. They are also responsible for training new employees in their area. Foremen must plan and schedule work for subordinates and prepare reports on production, costs, personnel and safety.

SKILLS REQUIRED: The foreman must have experience within the company, have leadership ability, be able to make decisions, motivate employees and be able to get along with people.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & Language Arts

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Switchman

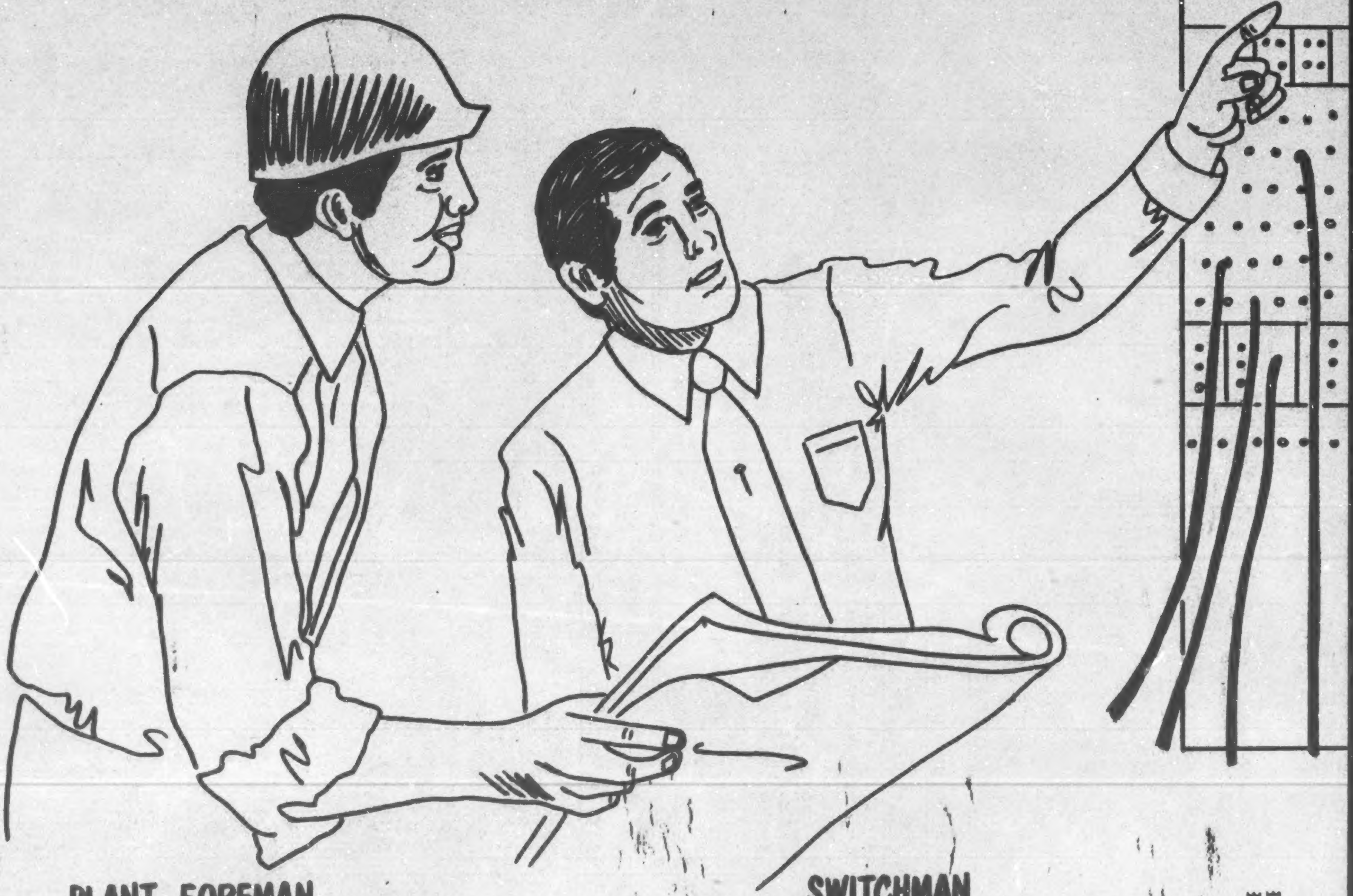
PLACES OF EMPLOYMENT: Telephone Companies

EDUCATIONAL/TRAINING REQUIREMENTS: The switchman is given classroom instruction and on the job training by the telephone company. As new equipment, tools, and work methods are introduced, the switchmen are sent to school to learn how to use them. Before being placed on the job, switchmen must take an aptitude test.

DUTIES OF OCCUPATION: The switchman keeps the switching equipment in good working condition. The switching equipment connects lines when the customers dial numbers.

SKILLS REQUIRED: The switchman must have good eyesight with no color blindness and be able to work with other people because of the teamwork necessary in the job. The switchman must know something about electricity and electronics.

MOST IMPORTANT SCHOOL SUBJECT(S): Math



PLANT FOREMAN
76

SWITCHMAN
77

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Lunchroom Aide

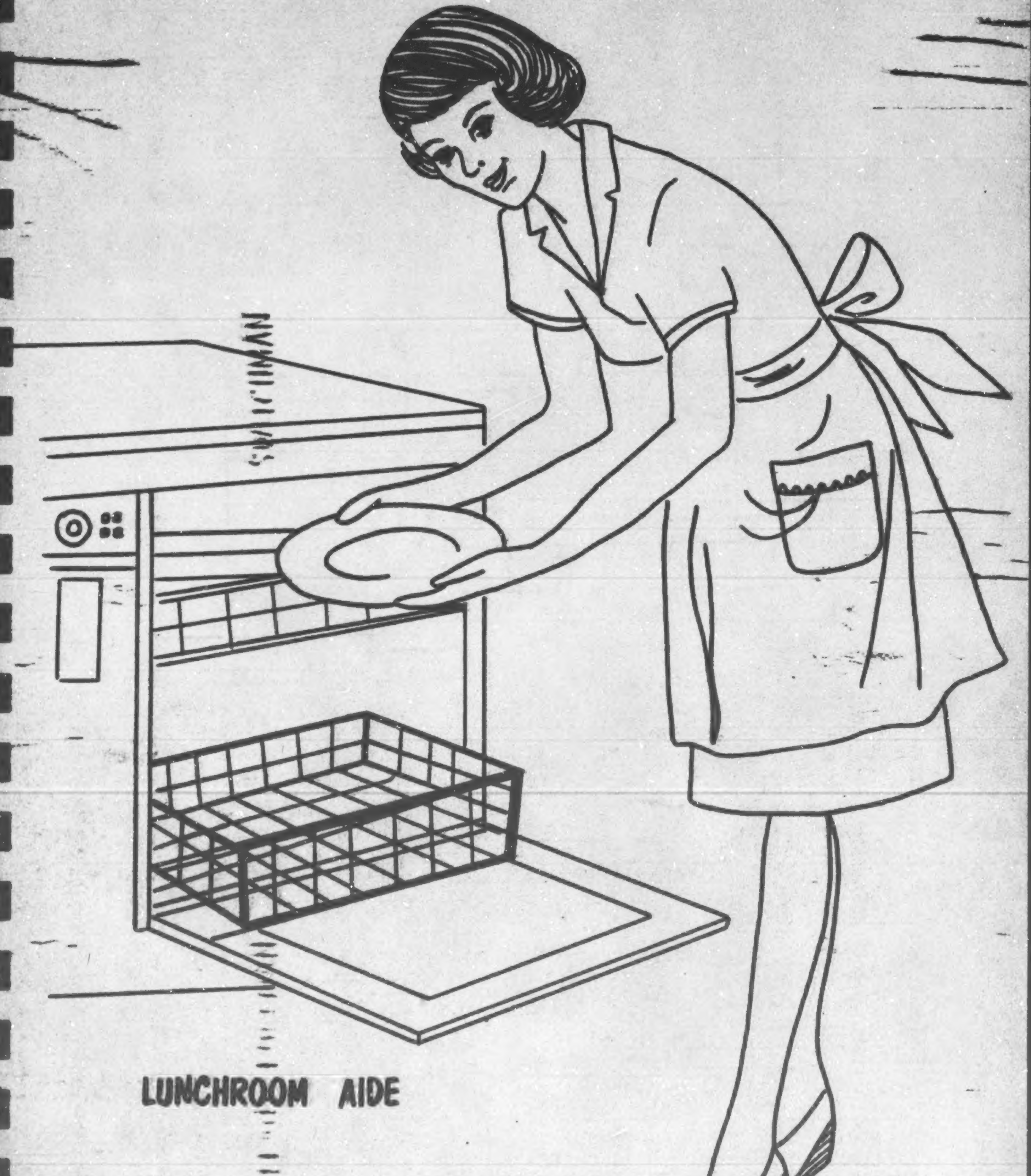
PLACES OF EMPLOYMENT: Schools, Colleges, Universities

EDUCATIONAL/TRAINING REQUIREMENTS: There are no specific educational or training requirements for the lunchroom aide. The lunchroom aide usually learns on the job while working.

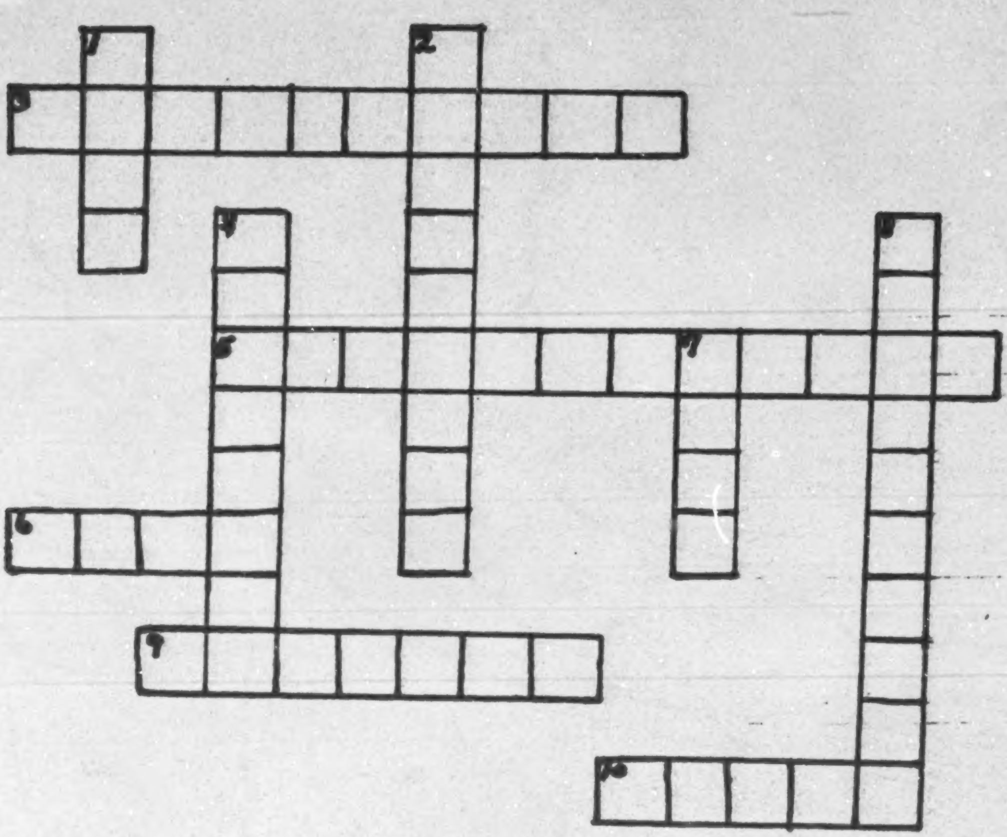
DUTIES OF OCCUPATION: The lunchroom aide is responsible for helping the cooks and dietitian in the lunchroom and for keeping the equipment, pots, pans, dishes, forks, and so on, clean. The lunchroom aide may be given jobs in cooking, preparing and serving food.

SKILLS REQUIRED: The lunchroom aide must be able to follow directions, work with other people, stand for long periods of time and be in good health.

MOST IMPORTANT SCHOOL SUBJECT(S): Home Economics



LUNCHROOM AIDE



DOWN

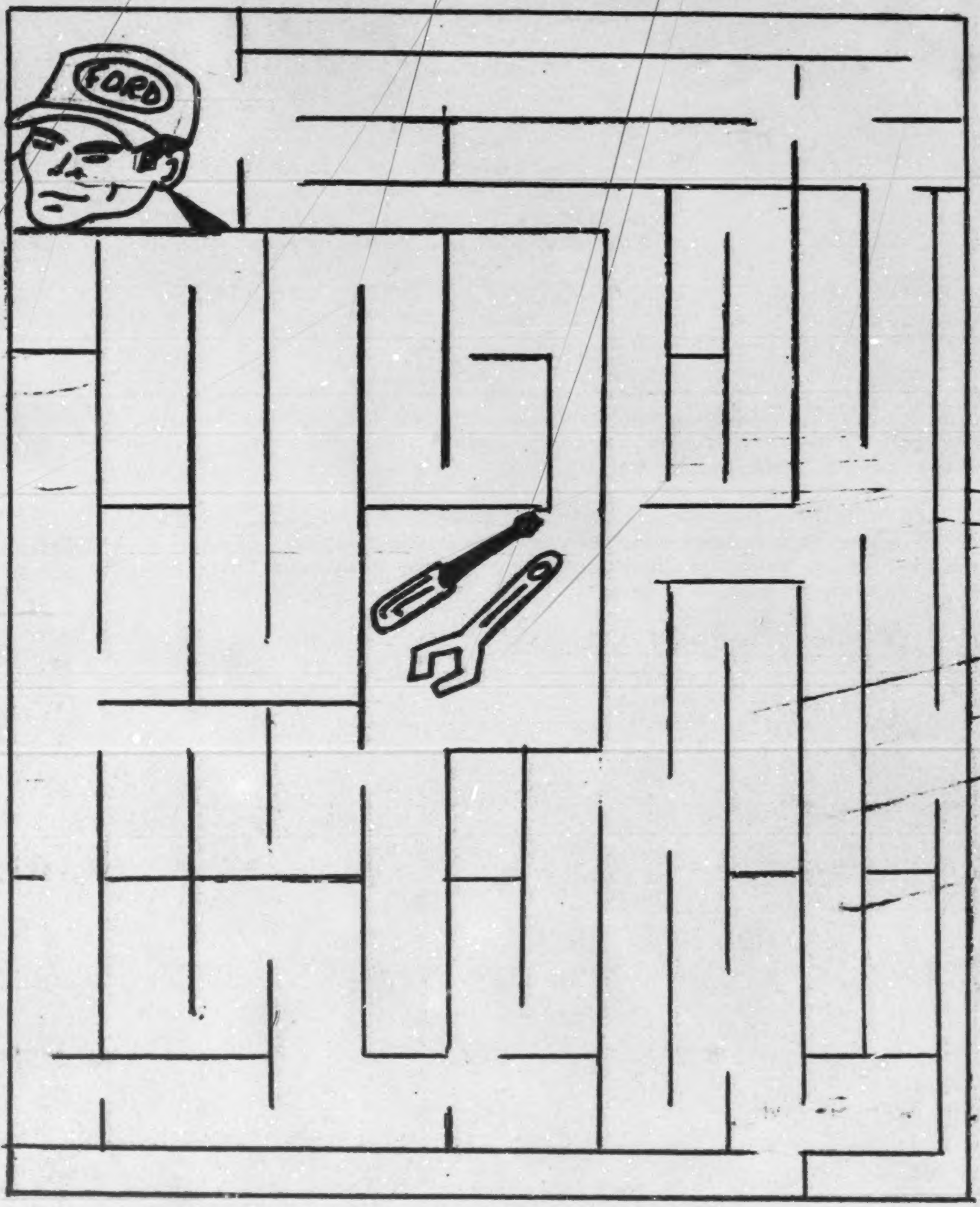
1. A mechanic works on a car in an Auto ____ Shop.
2. A worker who types letters and takes care of an office.
4. A newspaper ______________ writes the news.
7. A Nurse's ___________ helps the nurse take care of people.
8. An Automatic Transmission __________ works on your car.

ACROSS

3. A _____________ keeps records of money earned and spent by a business.
5. A _____________ takes pictures.
6. A _____________ cutter will cut pork chops for you.
9. A _____________ will print invitations for you.
10. A _____________ flys airplanes.

PILOT
SPECIALIST
PRINTER
AIDE
MEAT
REPORTER
PHOTOGRAPHER
SECRETARY
BOOKKEEPER
BODY

HELP THE MECHANIC FIND HIS TOOLS.



OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Lunchroom Manager, Dietitian

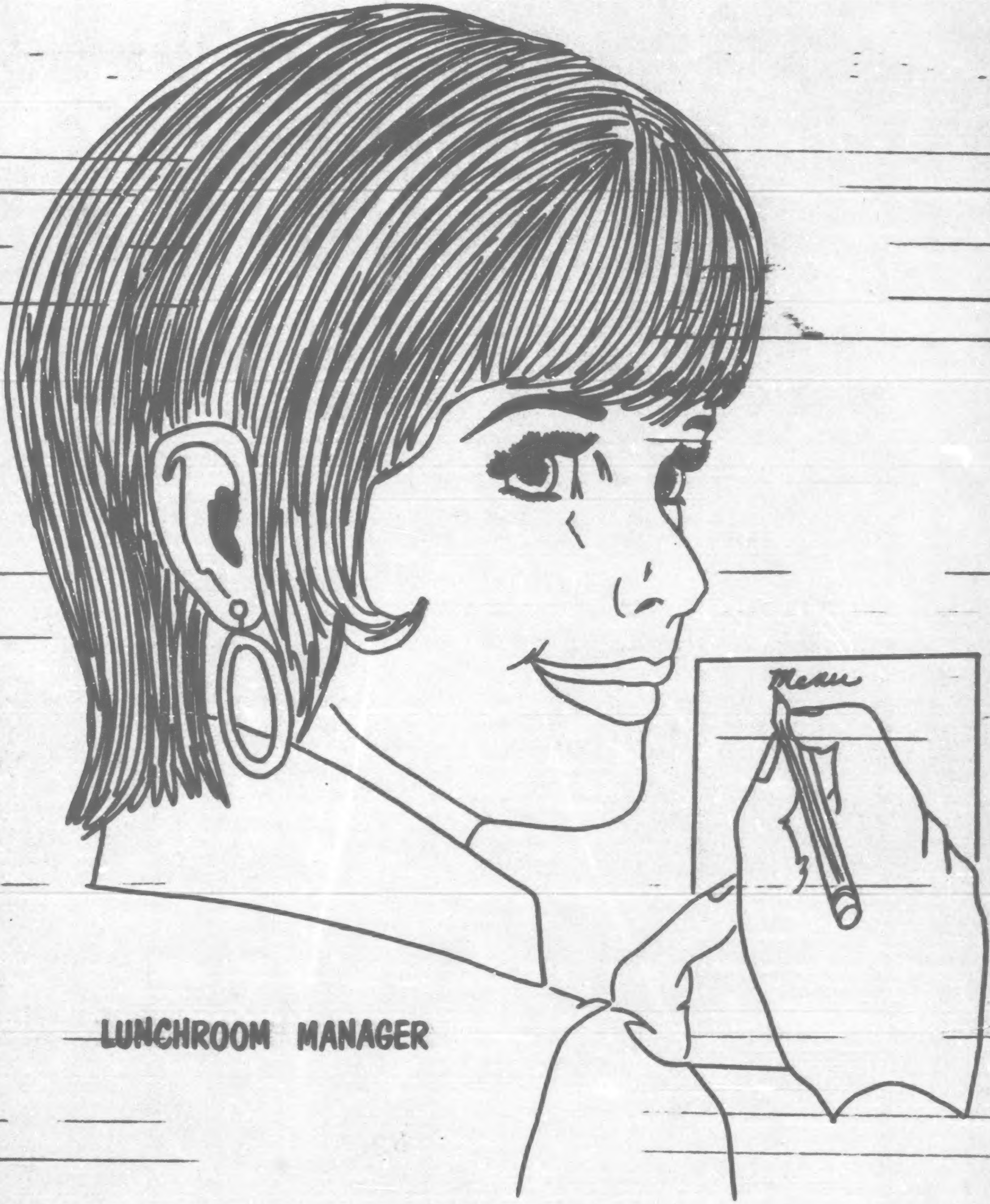
PLACES OF EMPLOYMENT: Hospitals, Clinics, College Cafeterias, Universities, Schools, Restaurants and Armed Forces

EDUCATIONAL/TRAINING REQUIREMENTS: A lunchroom manager or dietitian must complete college and study courses in foods, nutrition and institutional management.

DUTIES OF OCCUPATION: The lunchroom manager must plan meals and see that food is prepared and served. The lunchroom manager orders food and keeps records of the amounts of money spent as well as money taken in.

SKILLS REQUIRED: The lunchroom manager must have good aptitude in science and must be able to work with people. The lunchroom manager must have ability to organize and manage the running of a food preparation center.

MOST IMPORTANT SCHOOL SUBJECT(S): Science & Health



LUNCHROOM MANAGER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Meat Manager, Meatcutter, Butcher

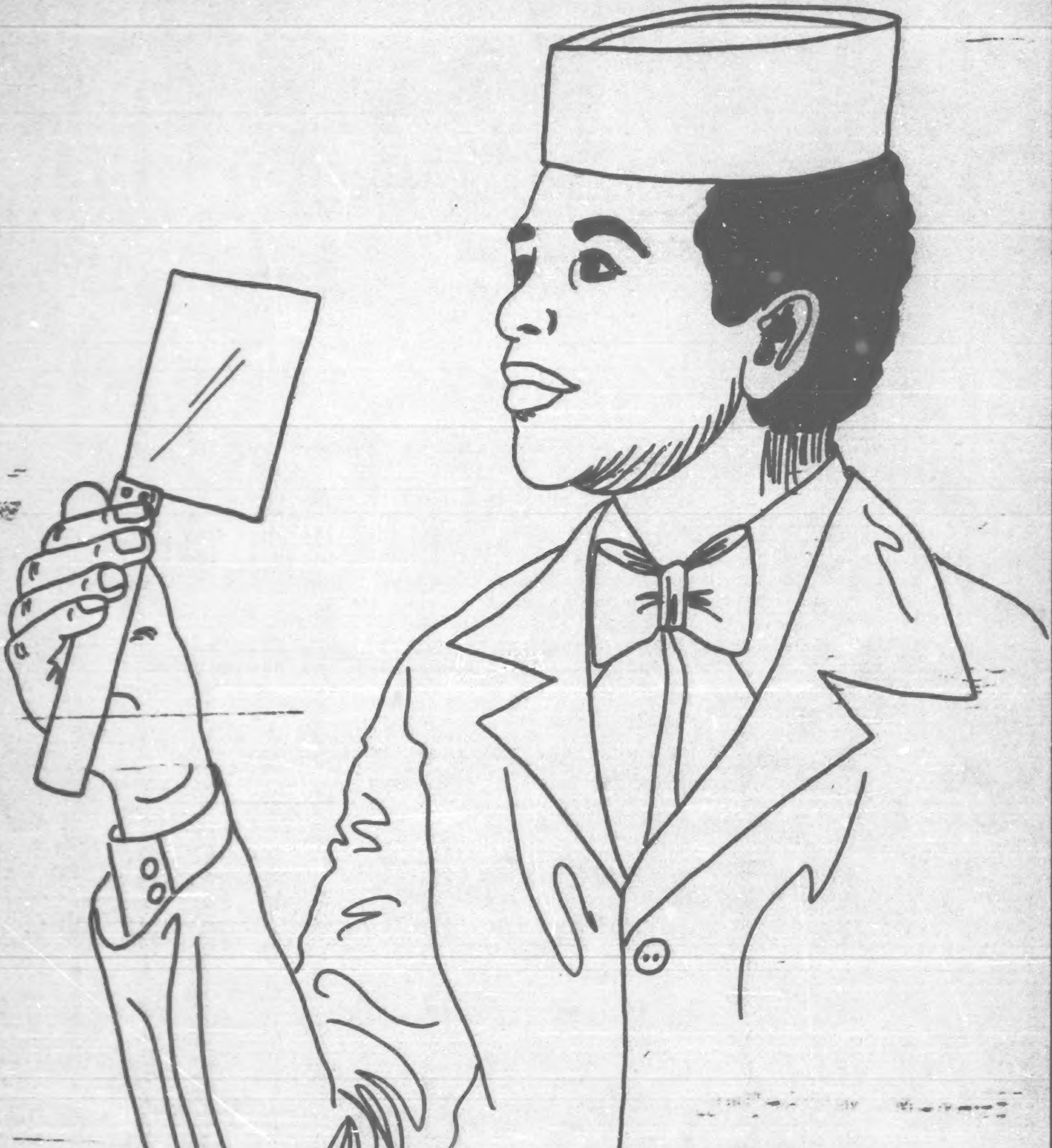
PLACES OF EMPLOYMENT: Retail Food Stores, Wholesale Food Outlets, Restaurants, Hotels, Hospitals and Institutions

EDUCATIONAL/TRAINING REQUIREMENTS: Meatcutters learn their skills on-the-job. Most employers want high school graduates.

DUTIES OF OCCUPATION: Meatcutters cut meat, fish and poultry. Meatcutters may also package the meat and wait on the customers.

SKILLS REQUIRED: Knowledge of math is needed for the meatcutter. The meatcutter must be able to get along with others, be neatly groomed, and be able to communicate clearly. Meatcutters must be able to use their hands, tell the difference between colors, and be physically strong.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & Health



MEAT MANAGER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Package Boy

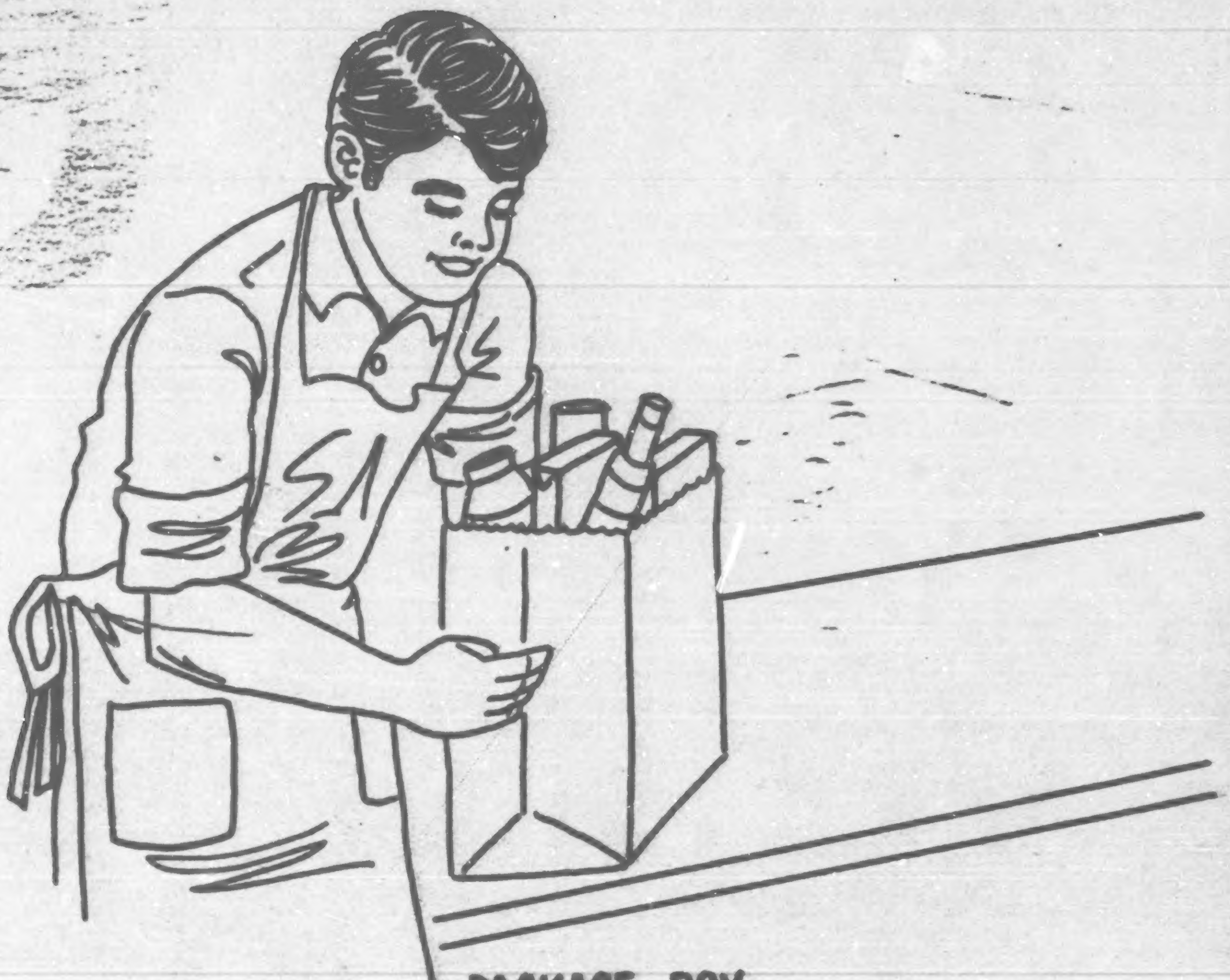
PLACES OF EMPLOYMENT: Supermarkets

EDUCATIONAL/TRAINING REQUIREMENTS: Most supermarkets hire students who are in high school. The package boy learns on-the-job.

DUTIES OF OCCUPATION: The package boys assist the cashier in packaging items for the customer. They must see that all necessary bags are ready for use. The package boy may be assigned to stock shelves or help clean the store. They also help customers take the packages to their cars.

SKILLS REQUIRED: The package boy must have good eye-hand coordination. They must be able to work quickly and carefully. The package boy must be able to follow directions and work with other people.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & Language Arts



PACKAGE BOY

87

READ THE FOUR JOB TITLES ON THIS PAGE. LOOK IN THE YELLOW PAGES OF THE TELEPHONE BOOK TO FIND PLACES OF EMPLOYMENT FOR EACH JOB TITLE. WRITE THE NAME OF THE BUSINESS, THE ADDRESS AND THE TELEPHONE NUMBER.

TELEPHONE OPERATOR

AUTO PAINTER

JEWELER

STOCK CLERK

Here are some words in economics. Can you find them? Circle the words as you find them.

BANK
BARGAIN
BENEFITS
BONUS
BUY
CASH
COST
CREDIT
CUSTOMERS
GOODS
INCOME
INSURANCE
LOAN
PAYCHECK
PRICE
SALE
SAVE
SOLD
TAXES
VALUE

S	A	L	E	T	I	O	N	E	E	R	I	S	T	Y	E	N	V
K	C	E	H	C	Y	A	P	A	U	L	A	V	O	X	U	A	A
A	C	A	A	Y	R	E	L	L	A	G	I	G	H	I	L	B	N
B	G	C	R	N	O	K	R	E	A	D	O	I	C	U	R	A	C
L	A	A	N	T	G	N	U	E	L	M	B	L	E	O	B	U	I
E	E	R	V	E	I	I	G	O	F	I	P	R	A	U	S	I	N
S	M	V	G	E	C	C	S	G	T	F	U	S	I	T	O	T	S
N	O	I	P	A	L	K	L	I	O	T	O	V	O	B	A	S	U
O	C	N	R	H	I	K	O	E	P	N	C	M	G	G	N	C	R
I	N	G	I	S	O	N	A	L	S	L	E	B	N	O	A	P	A
T	I	S	C	A	S	A	N	V	O	R	A	I	I	O	L	A	N
C	O	E	E	C	A	C	O	C	S	N	D	T	O	D	P	I	C
E	B	U	S	U	S	K	K	R	K	D	A	N	G	S	A	N	E
L	E	O	T	I	Q	S	S	E	I	R	T	A	X	E	S	T	N
L	E	R	N	B	A	I	R	D	O	C	R	O	W	D	S	I	R
O	V	E	T	U	I	R	T	I	H	R	A	S	A	V	E	N	U
C	A	L	E	N	S	D	E	T	L	I	S	T	I	N	G	G	F
K	S	A	S	T	U	D	L	L	A	S	T	I	F	E	N	E	B

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Nurse

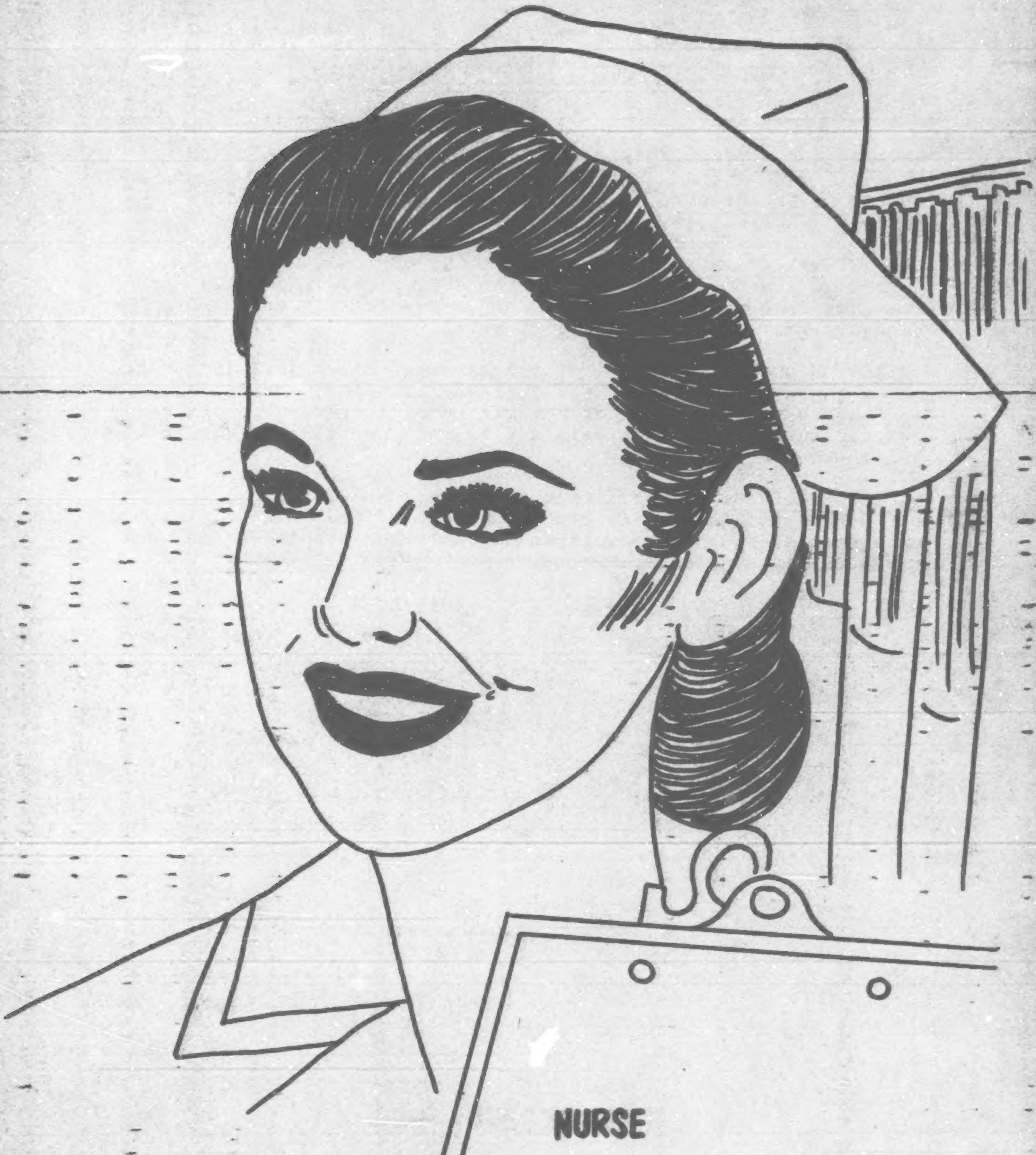
PLACES OF EMPLOYMENT: Hospitals, Nursing Homes, Government Agencies, Schools, Industry, Private Doctors, Private Clinics, Private Homes

EDUCATIONAL/TRAINING REQUIREMENTS: In the field of nursing, there are three types of nurses, 1) Registered Nurse, 2) Licensed Practical Nurse, and 3) Nurse's Aide. The Registered Nurse must complete four years of college, or three years of nursing education. The registered nurse must pass a test and be licensed by the state. A Licensed Practical Nurse must complete the eighth or ninth grade of high school and may be required by some states to complete high school. The LPN must complete a one-year training program which includes classroom study and clinical practice. The LPN must also pass a test and be licensed by the state. Nurse's Aides should have a high school education, however, it is not required. A nurse's aide learns the work on-the-job as well as through classroom instruction.

DUTIES OF OCCUPATION: Registered Nurses follow doctors' orders in giving out medicine and treatment. They see, evaluate and write down symptoms and progress of patients. The R.N. may also supervise LPN's and Nurse's Aides. The Licensed Practical Nurse takes and records temperature and blood pressure, changes bandages, and assists the doctor or R.N. in the care of patients. The Nurse's Aide serves meals, feeds patients, makes beds, bathes and dresses patients, gives massages, takes temperatures and assists patients in and out of bed. Other duties of Nurse's Aides depend upon the institution where they work.

SKILLS REQUIRED: The skills of nurses depend on the kind of nursing to which they are assigned. The nurse must be able to work well with others and get along with them. Nurses must be honest, trustworthy and sincere, be able to follow directions, and be able to work in emergency situations.

MOST IMPORTANT SCHOOL SUBJECT(S): Science & Health


NURSE

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Office Manager

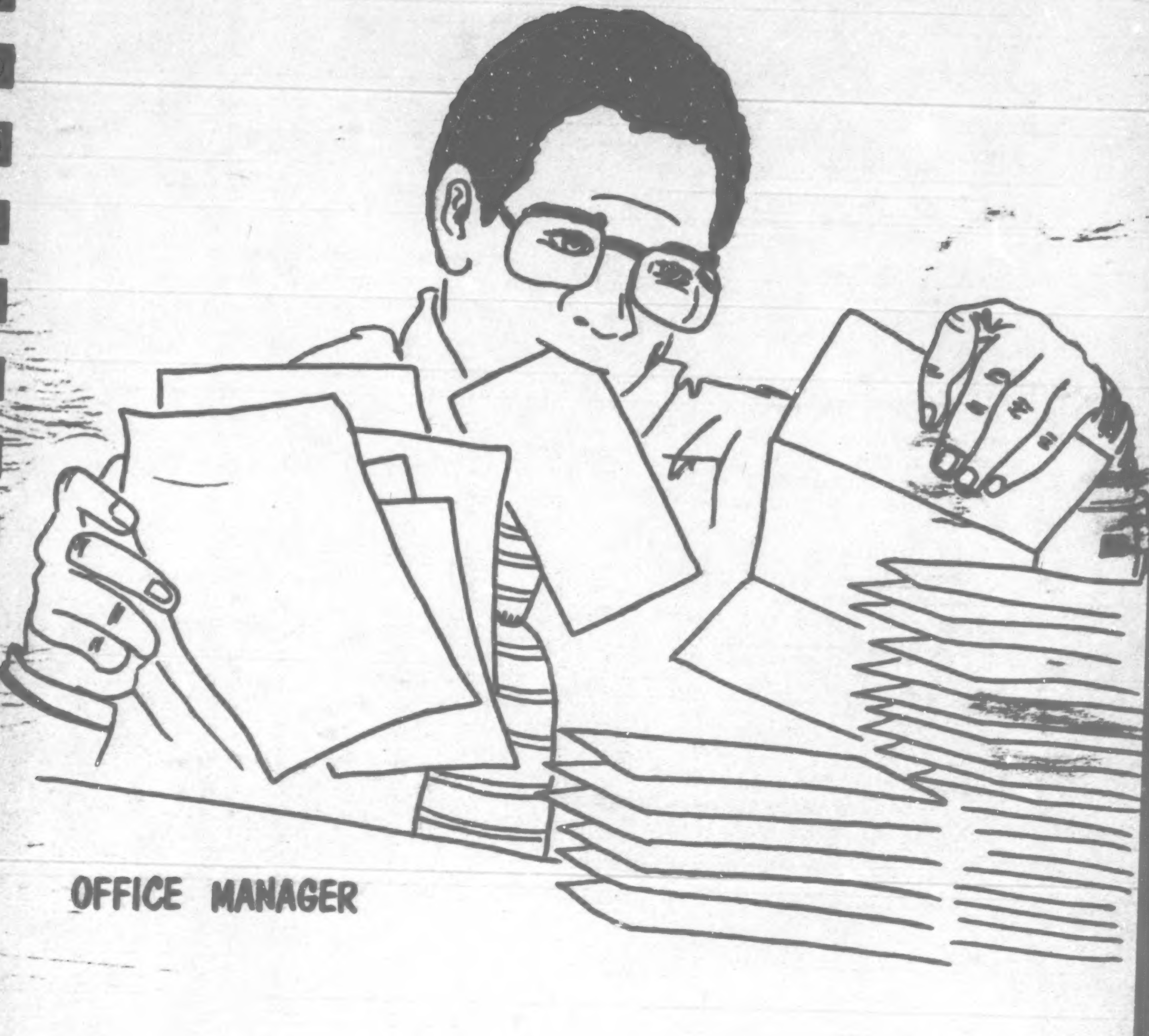
PLACES OF EMPLOYMENT: Retail Businesses, Hotels, Schools, Wholesale Businesses, Banks, Service Companies, Armed Forces

EDUCATIONAL/TRAINING REQUIREMENTS: The office manager is generally promoted to the job after having had experience with the work done in the office. Many employers want office managers who have completed college.

DUTIES OF OCCUPATION: The office manager is responsible for the operation of the office which includes planning, scheduling, and supervising the work of the office employees. The office manager must meet with others and write reports about the work being done in the office.

SKILLS REQUIRED: The office manager must have experience in the use of many of the skills required in an office. The office manager must be able to work well with other people and to work productively as a team.

MOST IMPORTANT SCHOOL SUBJECT(S): Language Arts



OFFICE MANAGER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Bookkeeper

PLACES OF EMPLOYMENT: Retail Stores, Factories, Banks, Insurance Companies, Wholesale Firms, Hospitals and Schools

EDUCATIONAL/TRAINING REQUIREMENTS: A high school education is required. Many employers require bookkeepers to take business courses at a community college or business school. Some bookkeepers are trained on-the-job.

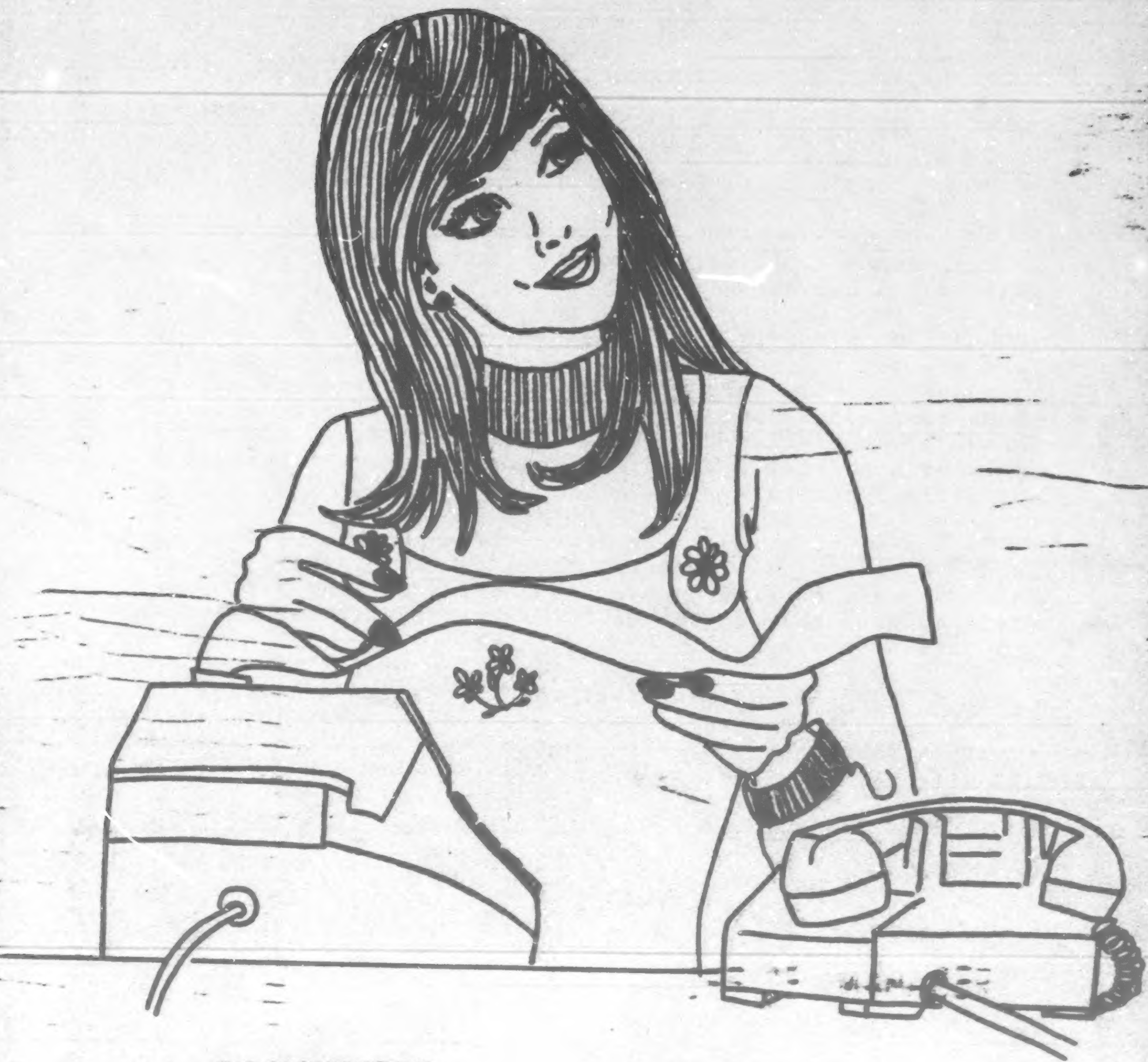
DUTIES OF OCCUPATION: The bookkeeper keeps records of the money taken in by the business and the money paid out. In recording the money the bookkeeper must show where the money came from and where it went. The bookkeeper may also write the bills to be mailed to customers. It is the responsibility of the bookkeeper to be sure the business accounts balance.

SKILLS REQUIRED: The bookkeeper must be able to work with numbers and be able to spend many hours at a desk doing paperwork. The bookkeeper must also know how to write in the journals, ledgers and other accounting forms. The bookkeeper must also know how to use bookkeeping machines, such as adding machines and calculators.

MOST IMPORTANT SCHOOL SUBJECT(S): Math

Bookkeepers who graduate from college can become accountants. Accountants who pass a certain test can become certified public accountants or C.P.A.'s.

Accountants must be able to prepare and analyze financial reports in addition to the record keeping that bookkeepers do.



BOOKKEEPER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Secretary

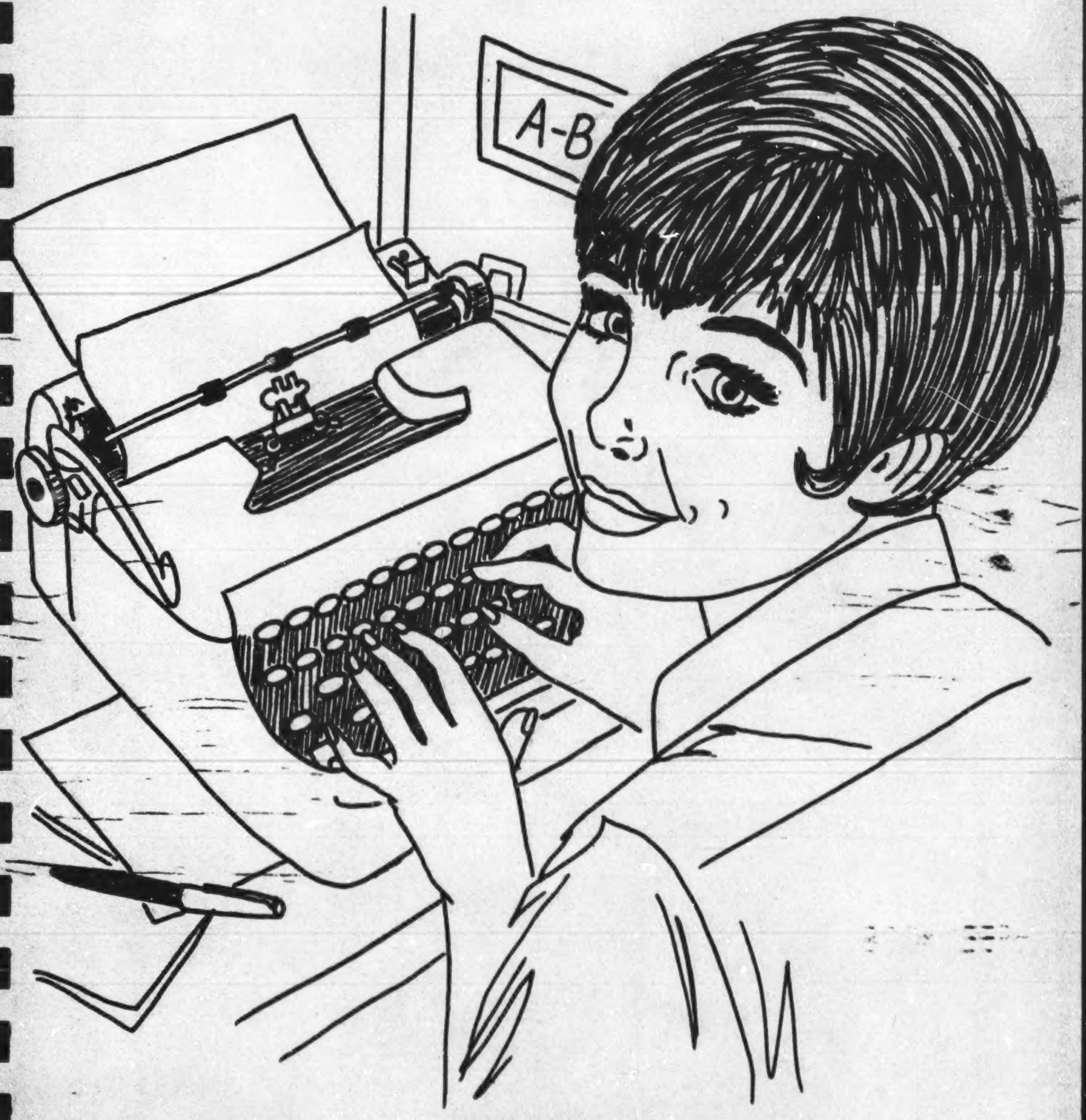
PLACES OF EMPLOYMENT: Banks, Insurance Companies, Real Estate Firms, Doctors, Lawyers, Professionals, Schools, Retail Stores, and many other businesses.

EDUCATIONAL/TRAINING REQUIREMENTS: Most businesses require secretaries to be high school graduates. Many secretaries are required to have more training at a college or business school. Some businesses have a training program for their secretaries. Many secretaries must be trained for specific kinds of work such as a medical secretary, legal secretary, technical secretary or social secretary.

DUTIES OF OCCUPATION: The secretary types, takes shorthand, and deals with people on the phone or in person. The secretary must be able to file papers, do routine mailing and answer the telephone. Other duties of the secretary are dependent on the particular employer.

SKILLS REQUIRED: A secretary should have good hearing and know spelling, punctuation, grammar and vocabulary. The secretary must be pleasant, work with people, make decisions, and be able to work without being told.

MOST IMPORTANT SCHOOL SUBJECT(S): Spelling & English



SECRETARY

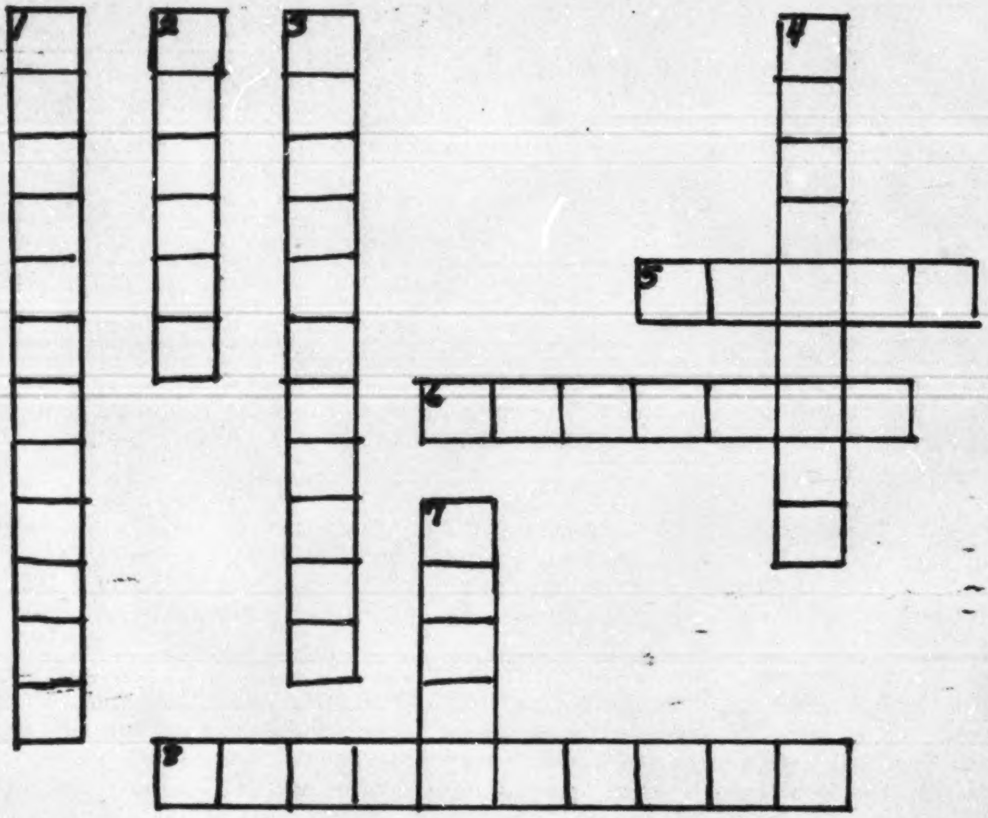
Read the problem and write the correct answer in the space provided.

1. Robert read 10 books, Mike read 13 books, and Jessie read 7 books. Together they read ________________books.

2. Tommy counted 20 bean plants, 35 corn plants, and 28 tomato plants in the garden. He counted ____________ plants altogether.

3. Jerusha had 45 sheets of paper. She gave 8 sheets to Tommie. Now she has _____________sheets of paper.

4. The baker made 6 orange cakes and 21 chocolate cakes. How many cakes did the baker make in all?___________ cakes.



DOWN

1. People who build houses and buildings are called ______________ workers.
2. A __________ puts roofs on houses.
3. An __________ puts lights in a house.
4. An __________ draws houses and buildings.
7. Some construction workers drive a _________.

ACROSS

5. The painter puts _________ on the walls.
6. A __________ puts pipes under a house.
8. A __________ lays bricks.

TRUCK
BRICKLAYER
ARCHITECT
PLUMBER

ELECTRICIAN
PAINT
CONSTRUCTION
ROOFER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Pharmacist

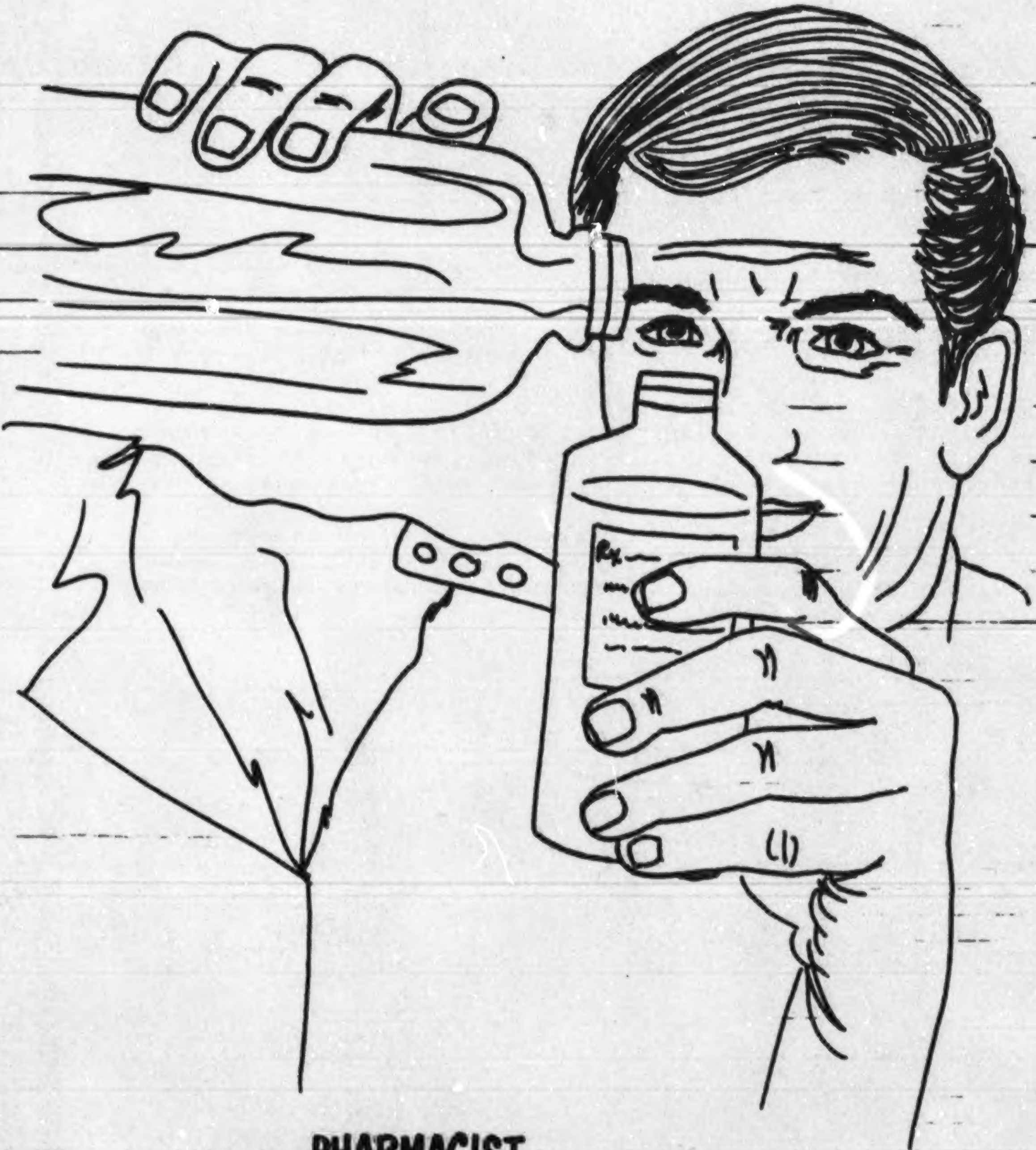
PLACES OF EMPLOYMENT: Privately-owned Pharmacies, Hospitals, Pharmaceutical Manufacturers, Wholesalers and the Armed Forces

EDUCATIONAL/TRAINING REQUIREMENTS: A pharmacist must graduate from a pharmacy college, complete an internship program and be licensed by the state.

DUTIES OF OCCUPATION: The pharmacist gives out drugs and medicine prescribed by a doctor and advises people on the use of medicine they may purchase without a prescription. The pharmacist also helps the doctor choose and prescribe medicines or drugs for the customer.

SKILLS REQUIRED: The pharmacist must be honest and trustworthy and have an interest in medical science. The pharmacist must be able to do the work efficiently and keep accurate records. The pharmacist must be able to get along well with other people and be able to communicate with them.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & Science



PHARMACIST

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Police Dispatcher

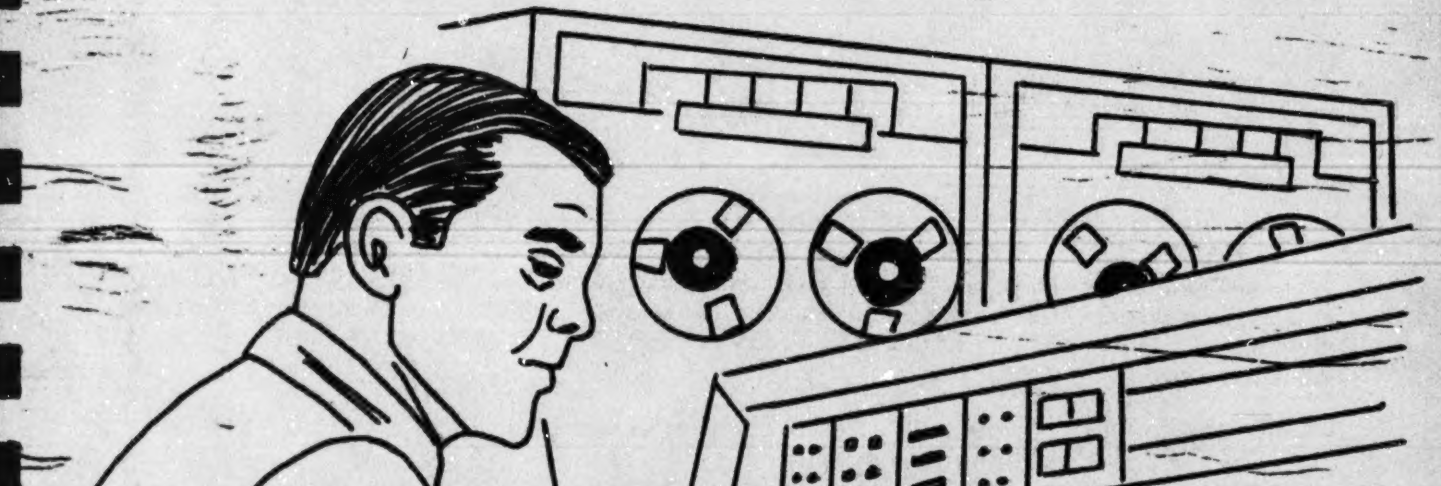
PLACES OF EMPLOYMENT: Police Departments, Sheriff's Departments, State Highway Patrol Offices

EDUCATIONAL/TRAINING REQUIREMENTS: Police dispatchers must be high school graduates. They are trained on the job.

DUTIES OF OCCUPATION: The police dispatcher receives calls coming into the police department and aids police officers on duty with information they may need on the job. The police dispatcher must know the location of all police officers on duty.

SKILLS REQUIRED: The police dispatcher must be able to speak clearly and be able to learn and remember code numbers and signals. The police dispatcher must be able to sit and concentrate for long periods of time.

MOST IMPORTANT SCHOOL SUBJECT(S): English



POLICE DISPATCHER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Police Officer

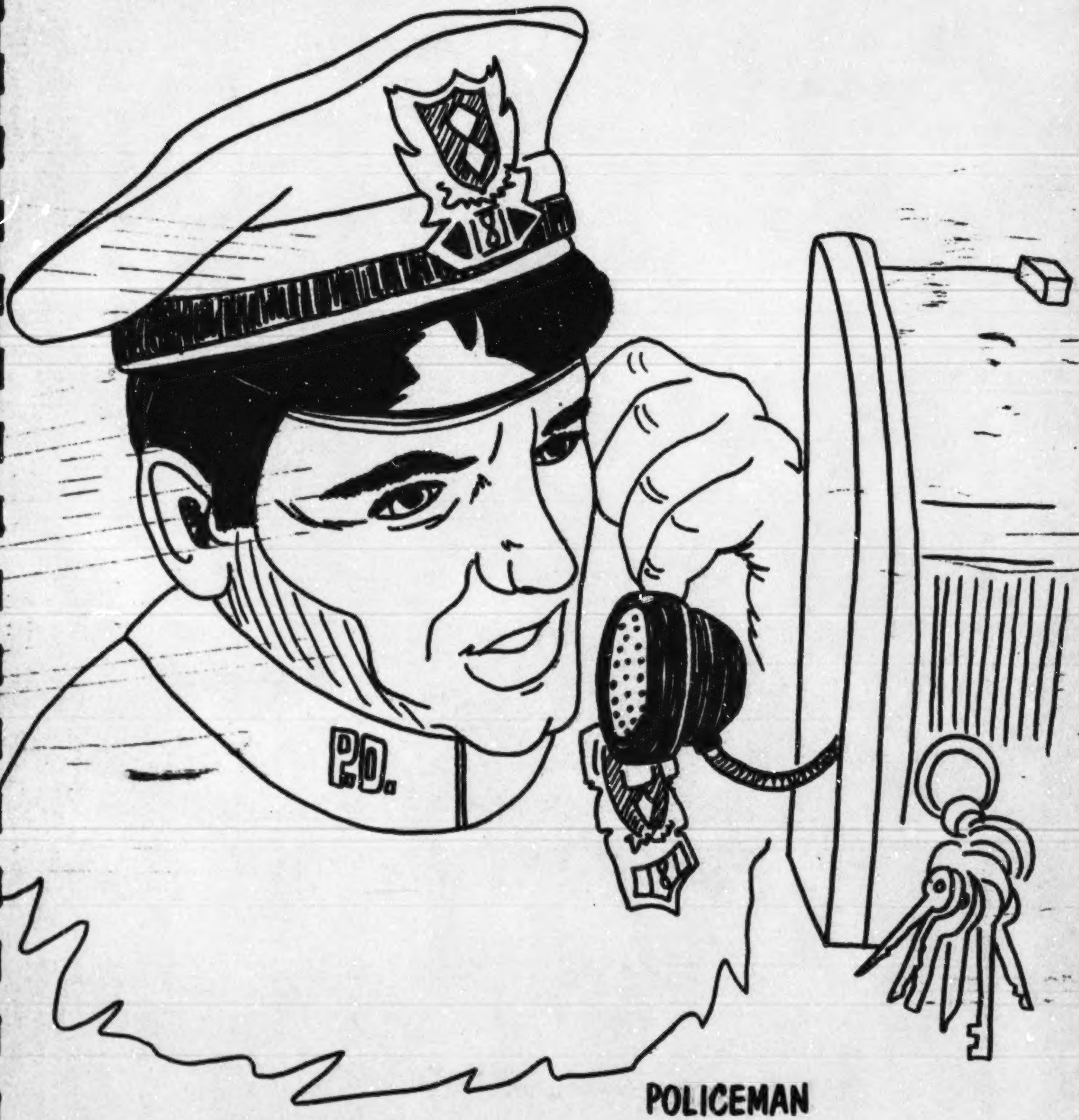
PLACES OF EMPLOYMENT: Police Departments

EDUCATIONAL/TRAINING REQUIREMENTS: Police officers are usually required to have a high school education. Some police departments require post-high school training in law enforcement. The police officer must be appointed on the basis of a written and physical test. The police officer receives on-the-job training and classroom instruction.

DUTIES OF OCCUPATION: The police officer is responsible for the security of the people of the city. The duties of the police officer may vary depending on the size of the police department. The main duties of the police officer may include patrol or traffic duty; accident prevention; operation of communication systems; criminal investigation; chemical and microscopic analysis; firearms identification; handwriting and fingerprint identification; horse, motorcycle, boat or helicopter patrol; working with trained dogs; and providing youth aid services.

SKILLS NEEDED: A police officer must be honest, have good judgement and be responsible. The police officer must enjoy working with people and want to serve people. The police officer must have the ability to learn law enforcement. The police officer must be in good health and pass a physical fitness test.

MOST IMPORTANT SCHOOL SUBJECT(S): English, Civics, Government and Physical Education



POLICEMAN

LOOK IN THE CLASSIFIED AD SECTION OF THE NEWSPAPER. FIND AS MANY ADS AS YOU CAN FOR THE FOUR JOB TITLES ON THIS PAGE. CUT THE ADS OUT AND PASTE THEM UNDER THE JOB TITLE.

BAKER

PHOTOGRAPHER

CASHIER

MECHANIC

HIDDEN SENTENCE

Read the sentences and follow the directions.

QWRICKTE CKYQOUR

CBIKRTQHDAKCTEQ

1. Cross out the letter **C** in all the words.
2. Cross out the letter **Q** in all the words.
3. Cross out the letter **K** in all the words.
4. Now write the hidden sentence and follow its directions.

______________ ______________ ______________.

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Postman, Mail Carrier

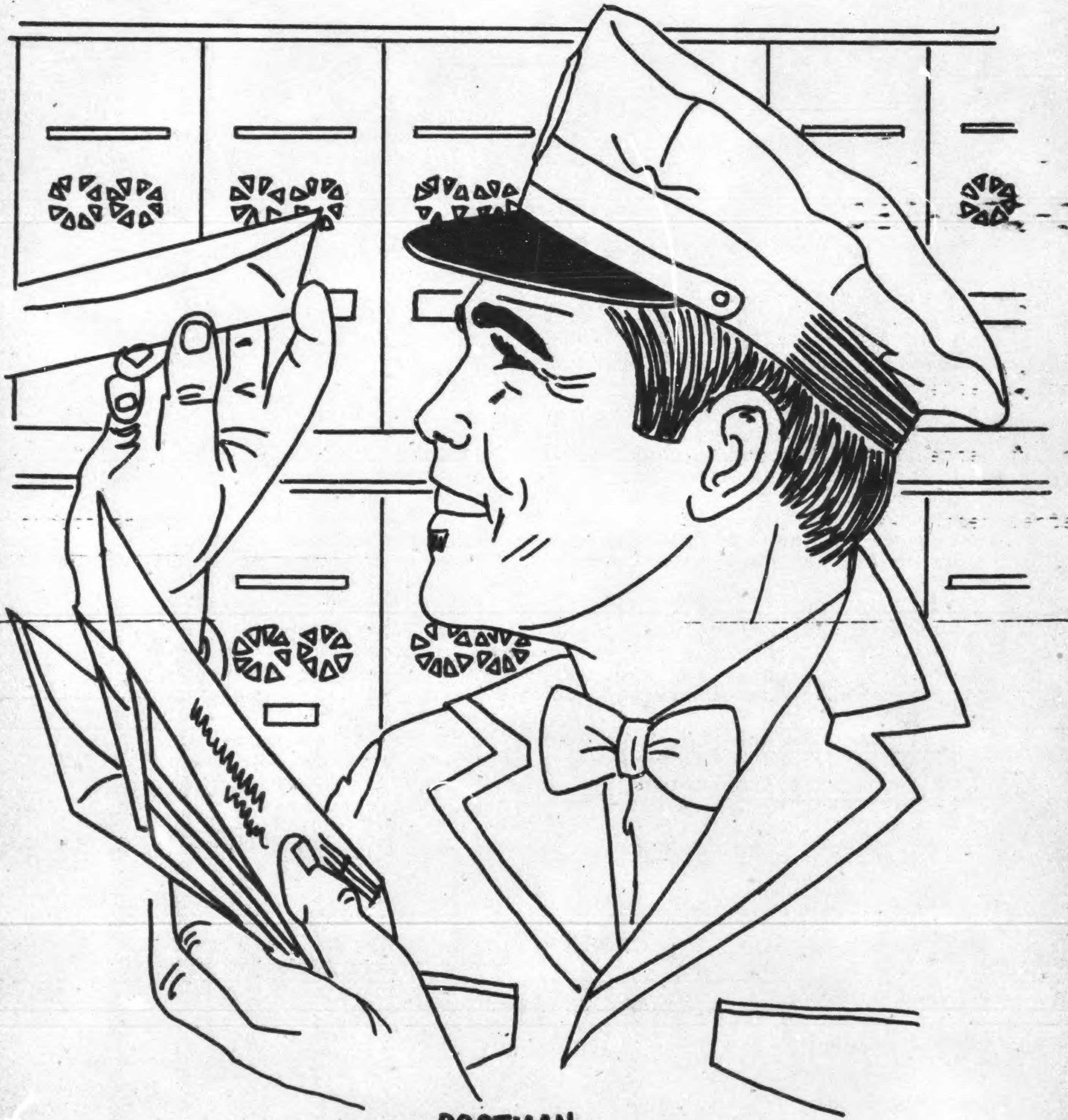
PLACES OF EMPLOYMENT: U. S. Post Office

EDUCATIONAL/TRAINING REQUIREMENTS: There are no specific educational requirements for the mail carrier. They are trained on the job, must be at least 18 years old and must pass a written test.

DUTIES OF OCCUPATION: Mail carriers deliver and collect mail from homes and businesses. Before delivering the mail, the carrier must sort the mail, readdress letters to be forwarded and sign receipts. While delivering the mail the carrier must collect postage-due and C.O.D. fees and get people to sign receipts for registered and insured mail. The mail carrier gathers mail from homes, street boxes and businesses. Upon return to the post office, letters and packages must be separated and receipts and money collected must be turned in.

SKILLS REQUIRED: The mail carrier must be 18 years of age, must have a driver's license, be able to pass a road test, be in good physical condition and must be able to read and write.

MOST IMPORTANT SCHOOL SUBJECT(S): Reading and Writing



POSTMAN

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Printing Pressman

PLACES OF EMPLOYMENT: Banks, Insurance Companies, Manufacturers, Commercial Printing Shops, Book and Magazine Publishers and Newspaper Plants.

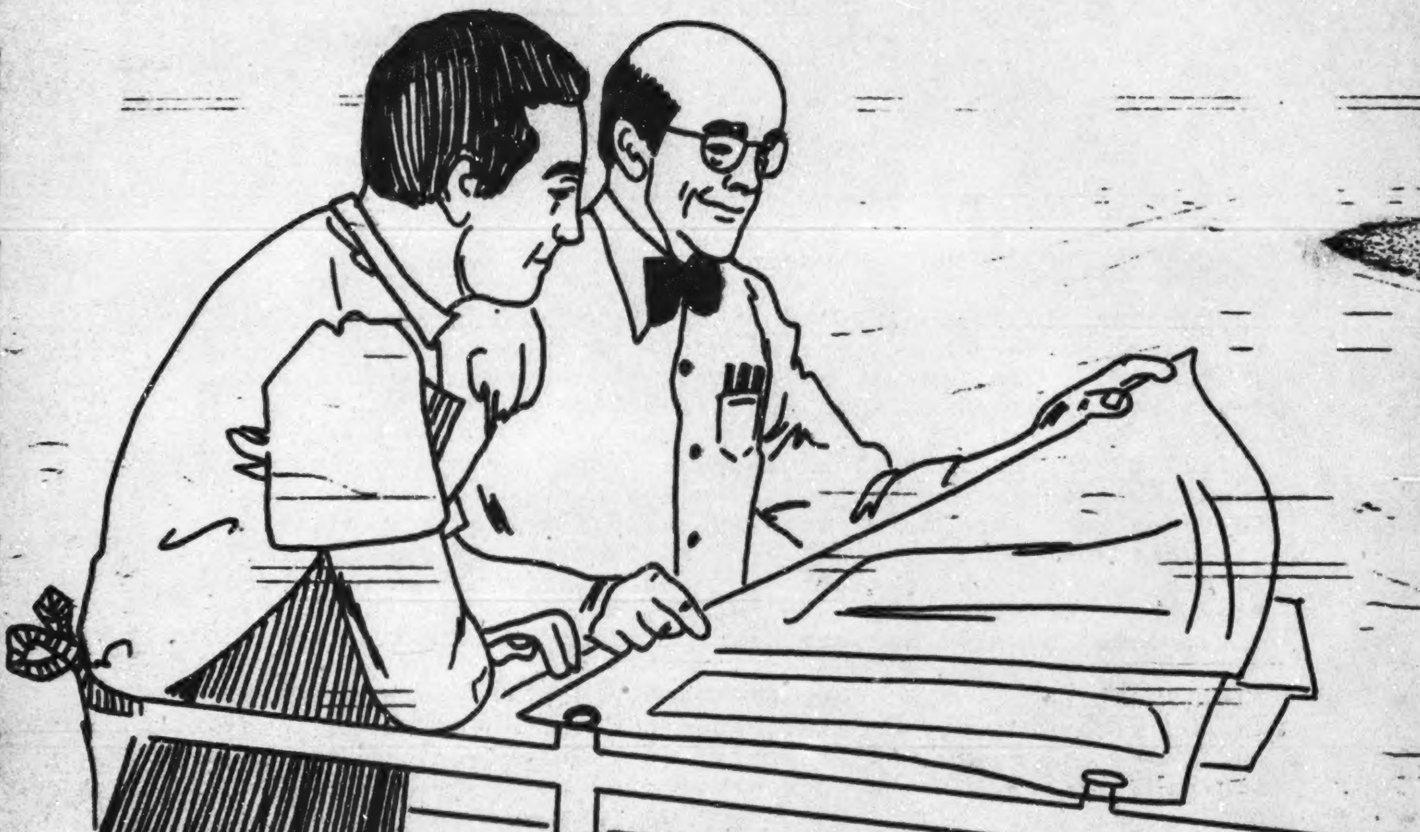
EDUCATIONAL/TRAINING REQUIREMENTS: High school education is usually required. An apprenticeship, learning on the job, work experience, vocational or technical school training help the pressman learn the trade.

In an apprenticeship program, some workers' job titles are helpers or press assistants. The time spent in an apprenticeship program is based on the kind of press used in the plant. The apprenticeship period may last from 2 to 5 years. At the same time of on-the-job training the apprentice also has classroom or school work to learn.

DUTIES OF OCCUPATION: The Printing Pressman's work may differ from one shop to another. The duty of the pressman is based upon size of the shop and the kind of presses owned. One duty of the pressman at any shop is to get the type forms and press-plates ready for the final printing and to maintain the presses.

SKILLS REQUIRED: Mechanical aptitude is important in making press adjustments and repairs. The pressman needs good color vision for work on color presses. Strength is also important because of the size and weight of some of the presses.

MOST IMPORTANT SCHOOL SUBJECT(S): Science



PRESSMAN - EDITOR

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Newspaper Reporter

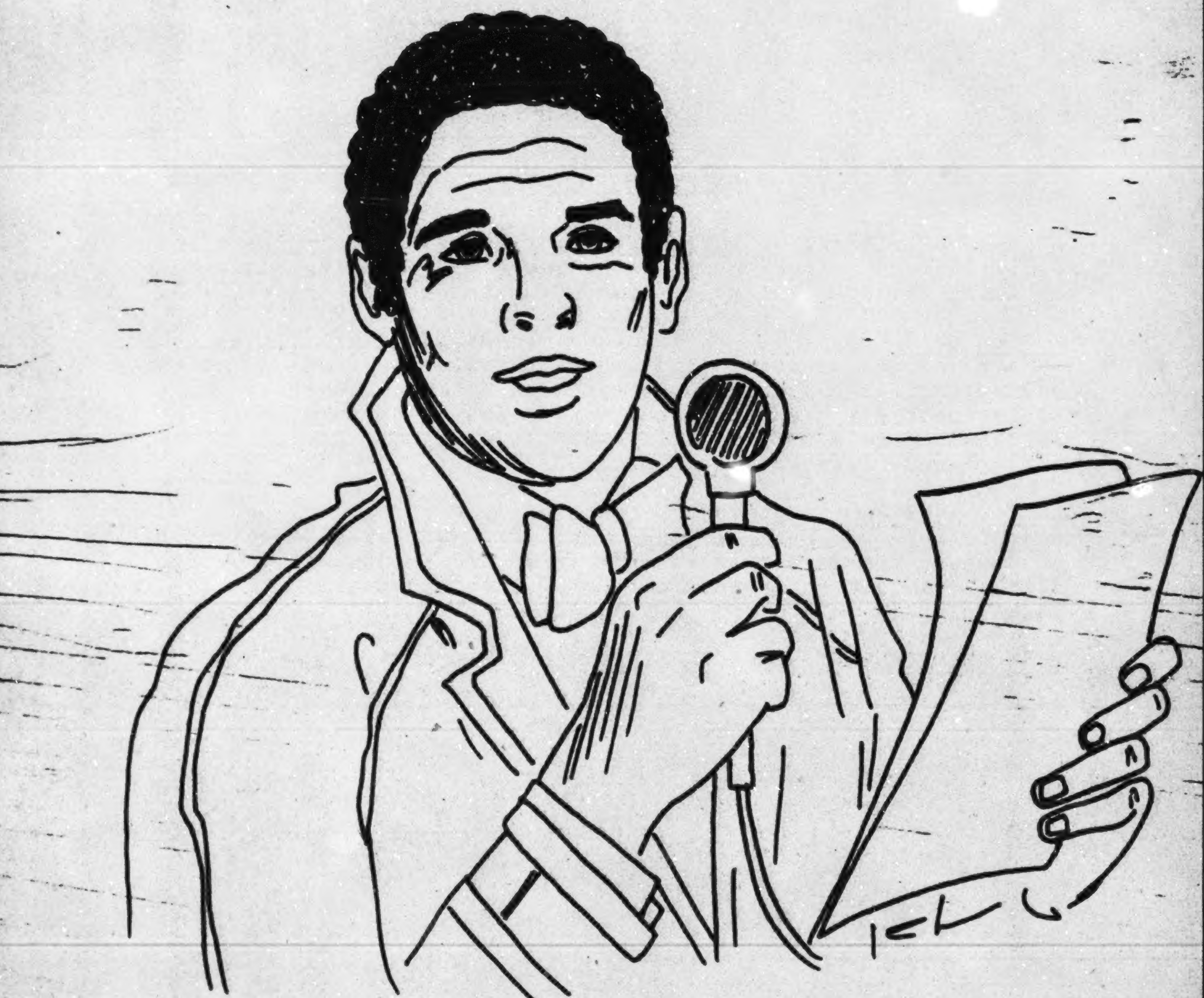
PLACES OF EMPLOYMENT: Newspaper

EDUCATIONAL/TRAINING REQUIREMENTS: Most newspapers require reporters to have a college education with a degree in journalism. Some rural, small town or suburban papers have reporters with only a high school education.

DUTIES OF OCCUPATION: The newspaper reporter must seek knowledge of what is happening in the city, state or nation. The news must then be written in story form to be published in the newspaper. To obtain the news, the reporter must interview people, review public records, go to news events and do research. Many reporters specialize in one area such as sports, editorials, food, local news or society news.

SKILLS REQUIRED: The newspaper reporter must have typing skills and must be dedicated to serve the public's needs with accurate and impartial news. The reporter must be curious, persistent, show initiative, have a good memory and be in good physical condition.

MOST IMPORTANT SCHOOL SUBJECT(S): English



REPORTER

[illegible]

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Rancher

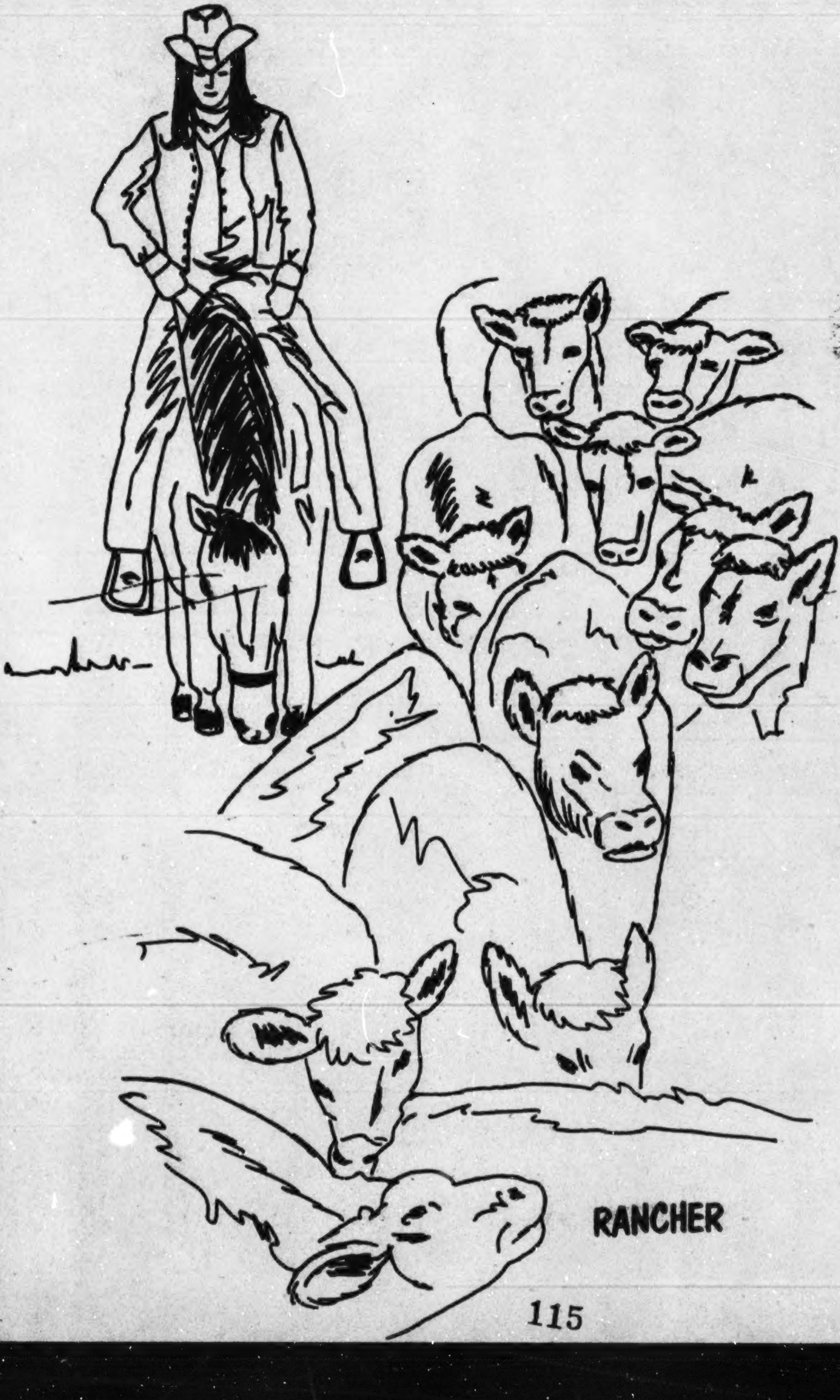
PLACES OF EMPLOYMENT: Private Ranches, Livestock Breeding Farms, Rodeos

EDUCATIONAL/TRAINING REQUIREMENTS: Ranchers usually learn their skills through experiences on-the-job. Many receive additional training through college or agricultural school courses.

DUTIES OF OCCUPATION: The rancher breeds and raises livestock such as horses or cattle and is responsible for feeding, grooming and caring for the animals on the ranch. The rancher is responsible for the upkeep of fences, barns and other farm equipment. The rancher is also responsible for maintaining records of the buying and selling of livestock.

SKILLS REQUIRED: The rancher must enjoy working with animals and must be in good physical condition. The rancher must enjoy working outdoors. The rancher must know first aid for animals. Other skills required on a ranch are determined by the size of the ranch.

MOST IMPORTANT SCHOOL SUBJECT(S): Science



RANCHER

L	U	F	E	C	A	E	P	A	H	P	S	H	O	R	T
H	T	I	U	N	N	A	E	E	E	R	E	V	A	R	B
E	O	A	C	E	Y	I	M	V	A	O	S	X	R	A	E
G	S	N	G	C	S	F	C	R	L	U	T	M	F	L	E
R	S	E	E	E	T	A	C	E	T	D	A	R	B	H	V
A	G	T	E	S	N	I	N	S	H	E	I	A	T	A	O
T	O	I	T	E	T	R	I	E	A	E	D	F	N	P	C
E	O	L	A	G	D	S	Y	R	N	N	I	M	E	P	P
F	D	O	L	N	I	E	N	D	E	S	E	N	D	Y	W
U	U	P	U	I	C	E	A	P	A	N	N	H	A	L	L
L	A	M	F	S	U	O	E	T	R	U	O	C	B	F	U
C	O	N	H	A	A	D	T	T	U	N	S	P	E	L	F
K	B	I	T	E	C	C	A	R	E	F	U	L	H	C	P
I	O	S	U	L	L	A	U	S	U	M	E	F	A	W	L
N	N	E	R	P	C	D	T	A	P	E	R	I	V	D	E
D	D	N	T	F	K	G	N	I	R	A	H	S	E	R	H

HERE ARE SOME WORDS YOU CAN USE TO TELL ABOUT YOURSELF. CAN YOU FIND THESE WORDS IN THE PUZZLE. CIRCLE THEM AS YOU FIND THEM.

A FRIEND
BEHAVE
BRAVE
CAREFUL
COURTEOUS
DEPENDABLE
FAIR
GOOD
GRATEFUL
HAPPY
HELPFUL
HONEST
KIND
NICE
PEACEFUL
PLEASING
POLITE
PROUD
SHARING
TRUTHFUL

Read the problem and write the correct answer in the space provided.

1. Namond had 12 cents. He washed the car and earned 25 cents more. He then had ________________cents.

2. Greg had 29 papers to sell. After he sold 15 of them he had ______________ papers left.

3. Lorraine went to the post office with 41 cents. After paying 26 cents for stamps, how much did she have left? __________________cents.

4. Lollipops cost 2 cents each. How much will 6 lollipops cost? __________________cents.

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Singer

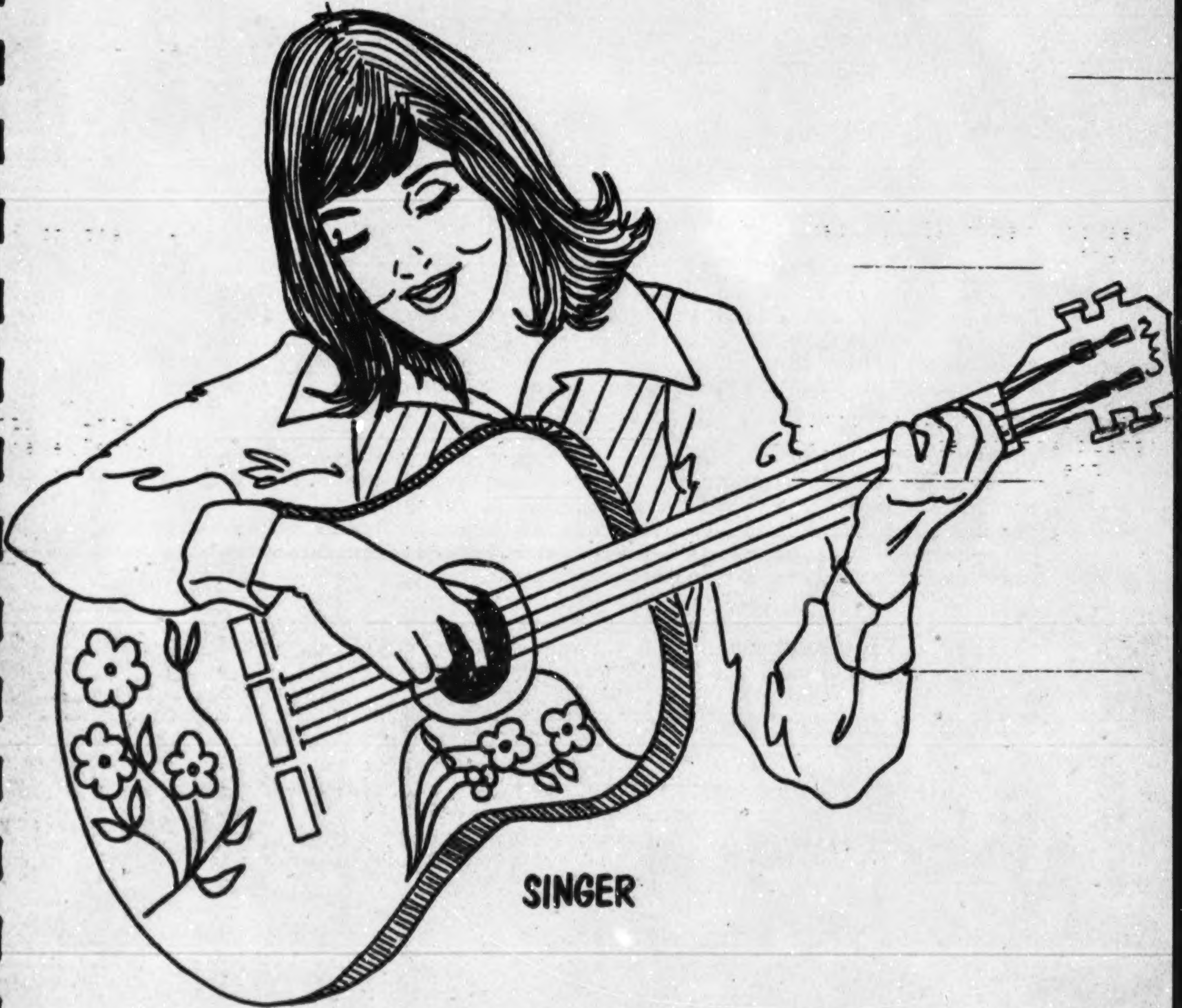
PLACES OF EMPLOYMENT: Restaurants, Hotels, Night Clubs, Schools, Colleges and other sites for entertainment

EDUCATIONAL/TRAINING REQUIREMENTS: The singer must learn as much about music as possible. It is helpful for the singer to have voice training. The training may be obtained through private lessons or in high school or college courses.

DUTIES OF OCCUPATION: The duty of the professional singer is to entertain.

SKILLS REQUIRED: The singer must have a good singing voice and a technique for singing. The singer must also have a broad knowledge of music. It may be helpful to play a musical instrument.

MOST IMPORTANT SCHOOL SUBJECT(S): Music



SINGER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Teacher

PLACES OF EMPLOYMENT: Public and Private Schools and Colleges

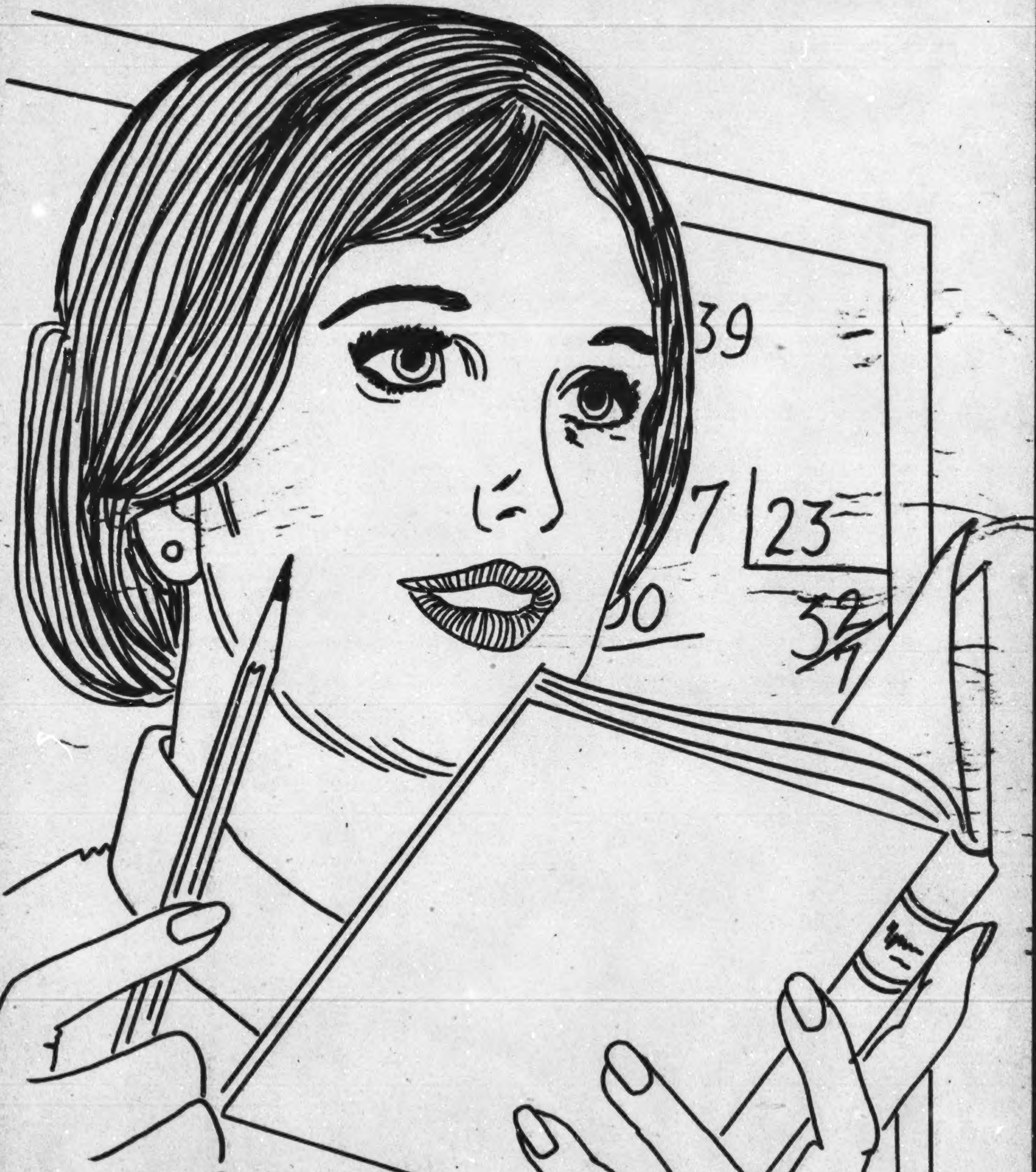
EDUCATIONAL/TRAINING REQUIREMENTS: The teacher is required to finish four years of college and be certified by the state. The four years of college must include education courses and a teacher internship program. Many states and school districts require further education such as a master's degree. Teachers must continue their education in order to be recertified every 5 years.

DUTIES OF OCCUPATION: The teacher must prepare lessons and teach a class of students. The teacher tests the performance of the students. The teacher attends meetings with the other teachers of the school, as well as with parents and other school personnel. "Out of class" duties would be assigned and would vary from school to school.

SKILLS REQUIRED: The teacher must meet all educational and certification requirements. A teacher should be dependable, have good judgement, and want to work with students.

MOST IMPORTANT SCHOOL SUBJECT(S): Language Arts

The classroom teacher may specialize and be trained for teaching a certain subject or grade level. These may include: Reading, Math, Early Childhood, Elementary, Secondary, College, Art, Music, Media, Business, Home Economics and many others.



TEACHER

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Telephone Operator

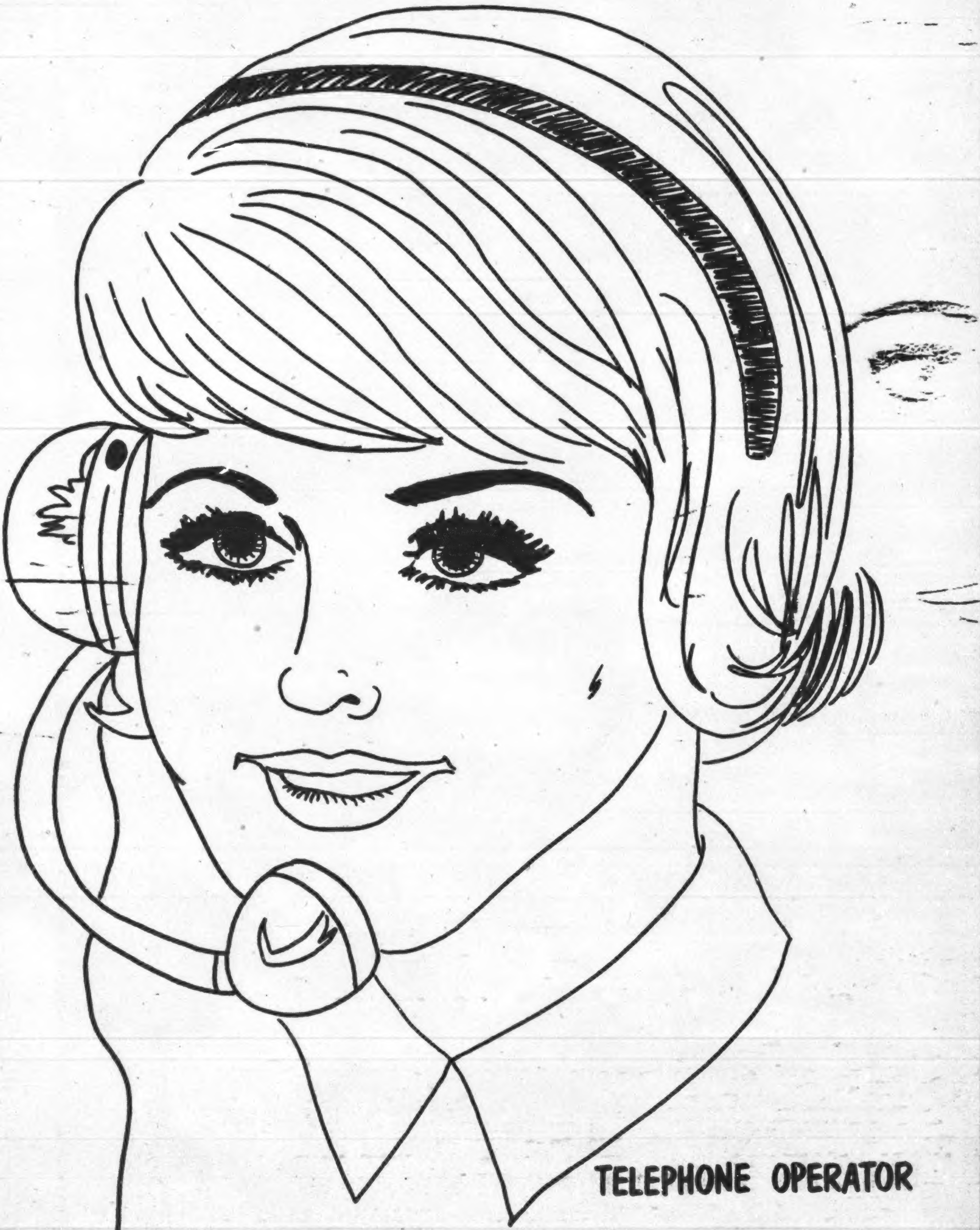
PLACES OF EMPLOYMENT: Telephone Companies, Manufacturing Plants, Hospitals, Schools and Department Stores

EDUCATIONAL/TRAINING REQUIREMENTS: The telephone operator learns about the equipment, records and work through on-the-job training.

DUTIES OF OCCUPATION: The telephone operator assists people in placing long distance calls. The operator also gives help in finding telephone numbers. The operator helps people call the police or fire department in case of an emergency.

SKILLS REQUIRED: The telephone operator must like to help people and be pleasant and courteous. The operator must be able to sit for long periods. The operator must be able to speak in a clear pleasing voice and be able to use a switchboard.

MOST IMPORTANT SCHOOL SUBJECT(S): Reading & Writing



TELEPHONE OPERATOR

READ THE FOUR JOB TITLES ON THIS PAGE. LOOK IN THE YELLOW PAGES OF THE TELEPHONE BOOK TO FIND PLACES OF EMPLOYMENT FOR EACH JOB TITLE. WRITE THE NAME OF THE BUSINESS, THE ADDRESS AND THE TELEPHONE NUMBER.

VETERINARIAN

PACKAGE BOY

SAFE DEPOSIT CLERK

PHARMACIST

HIDDEN SENTENCE

Read the sentences and follow the directions.

DJZRLJALWZ LAZ PIJCZTZURE

LOJF YJOLZU LWOJZRLKINJG

1. Cross out the letter Z in all the words.
2. Cross out the letter J in all the words.
3. Cross out the letter L in all the words.
4. Now write the hidden sentence and follow the directions.

________ ________ ________ ________ ________ ________.

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Veterinarian

PLACES OF EMPLOYMENT: Private Practices, Government, Armed Forces, Health Agencies, Colleges, Medical Schools, Research Laboratories, Large Livestock Farms, Animal Food Companies, and Drug Manufacturing Companies for Animals

EDUCATIONAL/TRAINING REQUIREMENTS: A veterinarian must have a Doctor of Veterinary Medicine degree from college and pass a state board examination. The veterinarian must also be licensed by the state. To get a D.V.M. degree, a veterinarian must attend 2 years of college and 4 years of study in a college of veterinary medicine.

DUTIES OF OCCUPATION: Veterinarians diagnose, treat, and control diseases and injuries among animals. They do surgery on sick or injured animals and prescribe and administer drugs, medicines and vaccines.

SKILLS REQUIRED: To be admitted to a veterinarian program, a student must be above average in scholastic ability. The veterinarian must enjoy working with animals.

MOST IMPORTANT SCHOOL SUBJECT(S): Science & Health

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Veterinarian Assistant

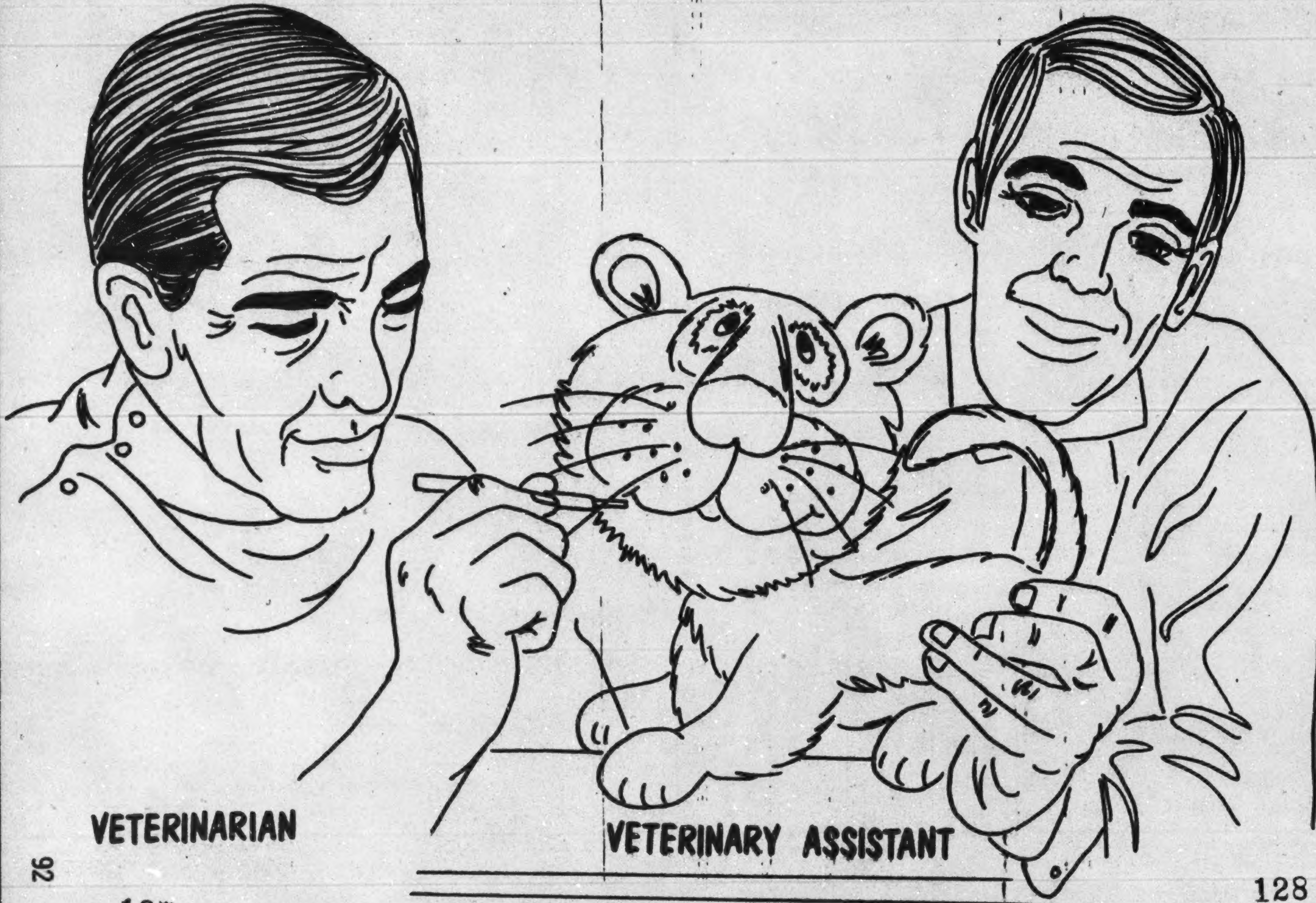
PLACES OF EMPLOYMENT: Animal Hospitals and Veterinarian Private Practice

EDUCATIONAL/TRAINING REQUIREMENTS: Many veterinarian assistants are trained on-the-job. The veterinarian usually wants an assistant with a high school education. Many colleges and agricultural schools now have course work for veterinarian assistants. The education necessary for the veterinarian assistant is dependent upon the employer's requirements.

DUTIES OF OCCUPATION: The assistant helps the veterinarian examine and treat the animals. The assistant may make simple laboratory tests and sterilize and clean the instruments and supplies. Other duties of the assistant depend on the needs of the veterinarian.

SKILLS REQUIRED: The assistant must be in good physical condition and enjoy working with animals. The assistant must be able to follow directions and get along well with people.

MOST IMPORTANT SCHOOL SUBJECT(S): Science & Health


VETERINARIAN
VETERINARY ASSISTANT

OCCUPATIONAL PROFILE

NAME OF OCCUPATION: Waitress and Waiter

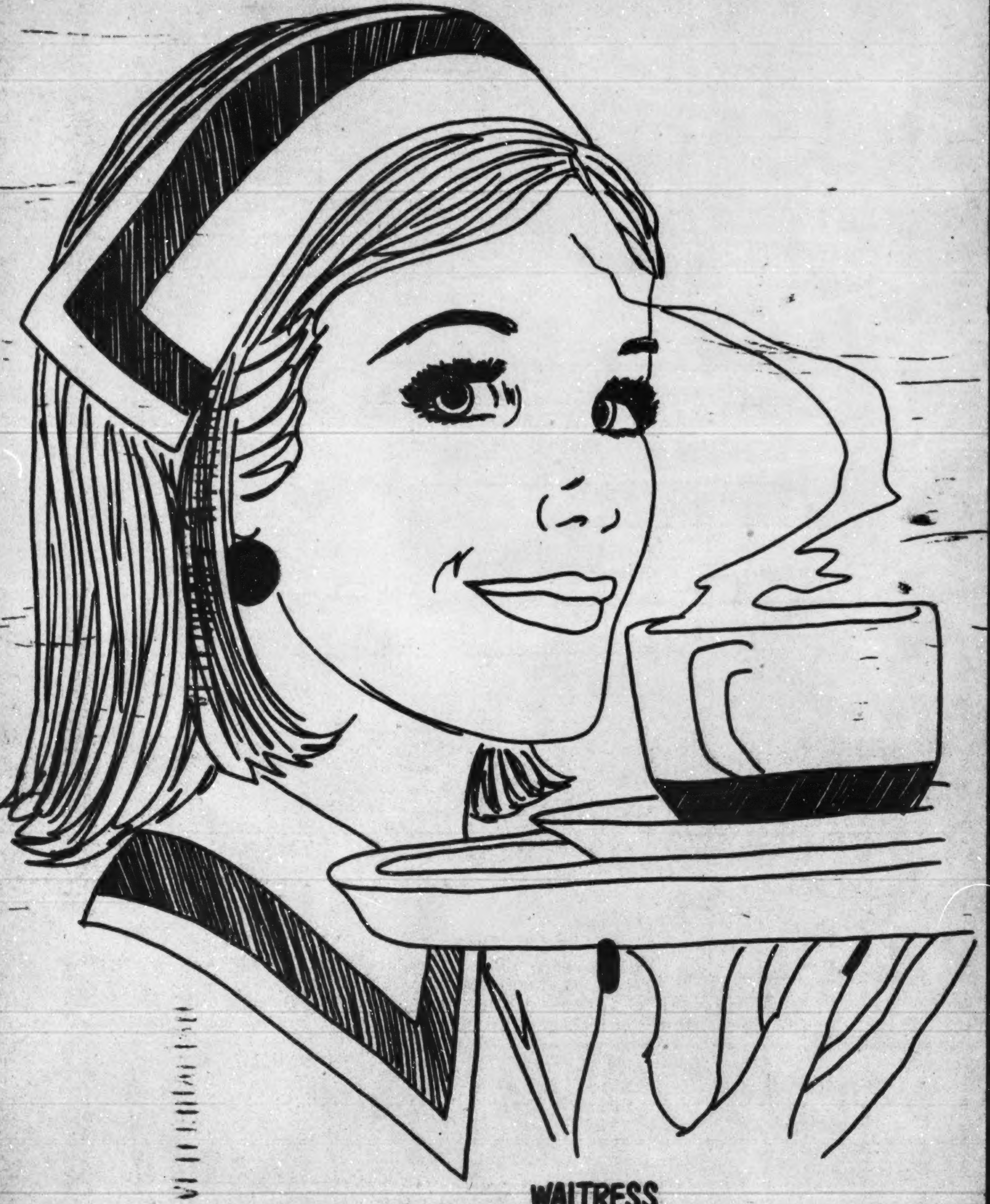
PLACES OF EMPLOYMENT: Restaurants, Hotels, Schools and Colleges

EDUCATIONAL/TRAINING REQUIREMENTS: Employers want waitresses and waiters who have had at least 2 or 3 years of high school. Waiters and waitresses are usually trained on the job.

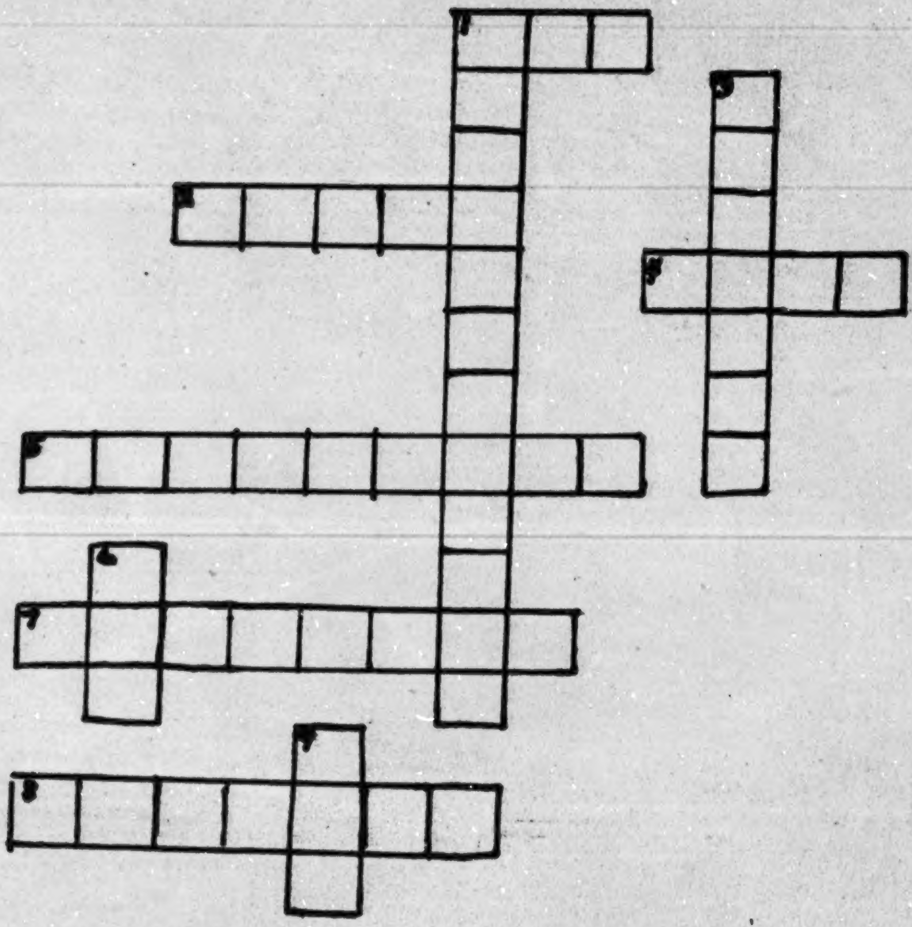
DUTIES OF OCCUPATION: Waiters and waitresses take customer's orders, serve food and drinks, make out checks and sometimes take payment from the customers. Other duties the waiter and waitresses may be responsible for are setting up and cleaning tables and carrying dirty dishes to the kitchen. In some small restaurants the waiter and waitresses must also prepare food or serve as cashier.

SKILLS REQUIRED: The waiter or waitress must be well groomed and get along well with people. The waiter or waitress should be able to follow directions and remember what customers order.

MOST IMPORTANT SCHOOL SUBJECT(S): Math & Language Arts



WAITRESS



DOWN

1. An animal doctor is called a ______________.
3. The cat was hurt so the vet must ____________.
6. The ____________ gives us milk.
9. The ____________ had kittens.

ACROSS

1. Short for Veterinarian
2. Black Beauty was one.
4. An_____________ is a picture of an animal's bones.
5. The ______________ helps the vet.
7. Sick animals have to go to the animal __________.
8. Dogs, cats, tigers and lions are ______________.

ANIMALS
CAT
HOSPITAL
COW

ASSISTANT
OPERATE
X-RAY
VETERINARIAN

VET
HORSE

LOOK IN THE CLASSIFIED AD SECTION OF THE NEWSPAPER. FIND AS MANY ADS AS YOU CAN FOR THE FOUR JOB TITLES ON THIS PAGE. CUT THE ADS OUT AND PASTE THEM UNDER THE JOB TITLE.

WAITRESS/WAITER

SALES CLERK

NURSE

SECRETARY

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